

Champaign County Job Description

Job Title: Accountant
Department: Auditor
Reports To: Chief Deputy Auditor/Accounting Manager
FLSA Status: Exempt
Grade Range: H
Prepared Date: August, 2009

SUMMARY Performs accounting and auditing of various expenditures for County departments. Performs responsible administrative, technical and reporting functions for fixed-asset equipment and infrastructure.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews and audits invoices and other claims for payment generated by various County departments.

Verifies that expenditures follow the policies of the County Board for purchasing and travel and ensures that expenditures are recorded against the appropriate accounts and follow Generally Accepted Accounting Principles.

Verifies that adequate budgeted funds are available for payments and may schedule the issuance of accounts payable checks.

Audits purchase orders and requests for materials in excess of \$5,000.00. Verifies that orders are charged to appropriate accounts, ensures that adequate funds are available and then encumbers the funds for orders.

Reviews detailed monthly expenditure reports for each department, prepares adjusting entries as required and audits reports for coding errors and duplicate payments.

Reviews, develops and suggests modifications to County auditing procedures in order to improve existing procedures, assures conformity to policy, to increase effectiveness and efficiency of auditing and reporting and to tighten internal control procedures to safeguard County assets.

May perform as an advisor to County departments regarding proper accounting procedures, transfer of funds, budget status and problems with vendor statements. May advise department heads and appropriate departmental staff regarding implementation of changes in accounting and reporting procedures.

Assists in the preparation of internal reports for County Board in accordance with statutory requirements, using a personal computer to generate data for reports. Assists in the preparation of the Expenditure Approval list for the County Board for claims and purchases not meeting the established purchasing policy.

Oversees the tagging and recording of all furnishings and equipment over \$2,500.00. Classifies all equipment according to Generally Accepted Accounting Principles.

Maintains a complete listing of all County equipment valued at more than \$2,500.00.

Determines valuation and maintains records of county infrastructure, including roads and bridges.

Maintains awareness of current rules and regulations pertinent to fixed asset classification, ensuring the timeliness and accuracy of fixed asset reports.

Utilizes a personal computer to maintain, retrieve and program data for analyses and reports.

Maintains contact with department heads, department employees, programming staff and outside vendors.

SUPERVISORY RESPONSIBILITIES This job has no direct supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's Degree (B.A. or B.S.) from a four-year college or university; or one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.