

## Champaign County Job Description

**Job Title:** Chief Deputy Auditor

**Department:** County Auditor

**Reports To:** County Auditor

**FLSA Status:** Exempt

**Grade Range:** L\*

**Prepared Date:** August, 2009

**Position Title Update:** April, 2020

**SUMMARY** Professional accountant in charge of the County's accounting and financial reporting. Manages the department in the absence of the County Auditor.

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

Designs, oversees and maintains the centralized accounting system covering all departments of County government.

Audits departmental accounting data, applies accounting principles to transactions, identifies and corrects errors, and recommends revisions to departmental accounting procedures.

Designs and monitors internal control systems for all County departments to safeguard County assets.

Monitors, interprets and applies evolving professional standards to ensure the County's compliance with Generally Accepted Accounting Principles and Government Auditing Standards.

Answers accounting/auditing questions and resolves issues presented by the staff accountants in the County Auditor's Office and by other County department personnel, including the Regional Planning Commission's Chief Operating Officer, the Nursing Home's Comptroller, the County Treasurer and the County Administrator.

Prepares financial statements and coordinates the annual independent audit of those financial statements. Makes all accounting and auditing decisions as needed during this process.

Produces the County's Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles and Government Auditing Standards.

Complies with other financial reporting requirements set by state law and federal regulations.

Performs special accounting analyses as needed, such as cost allocation plans, cost comparison studies, debt issuance/retirement projections and others.

**SUPERVISORY RESPONSIBILITIES** Supervises three staff accountants and an administrative secretary in the County Auditor's Office. Supervisory responsibilities include training employees; planning, assigning and directing work; appraising performance; addressing

policy and procedure issues; and resolving problems. Interviewing, hiring, disciplining and setting policies are performed jointly with the County Auditor.

**QUALIFICATIONS** To perform this job successfully, an individual must possess an advanced level of accounting and auditing skills and must be proficient in current professional accounting and auditing standards. The requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's Degree in Accountancy with at least four years of responsible accounting and auditing experience with two years in a government setting. Certified Public Accountant required. Forty hours annually of continuing professional education required to maintain CPA certification.

**COMPUTER SKILLS** Ability to work with mainframe and personal computers. Proficiency in the use of spreadsheet and word processing software.

**LANGUAGE SKILLS** Ability to read, analyze and interpret general business periodicals, professional journals, technical manuals, and government 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** Above average knowledge of mathematics required. Ability to apply mathematical concepts of probability and statistical inference, algebra and geometry to practical situations. Ability to calculate interest, discounts, fractions, percentages, ratios and proportions.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in written, oral, diagram or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** Certified Public Accountant, licensed in the State of Illinois.

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl; lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, 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 with moderate noise level from office machines.