

# Champaign County Job Description

**Job Title:** Accountant

**Department:** County Auditor

**Reports To:** Chief Deputy Auditor or Senior Accountant

**FLSA Status:** Exempt

**Employment Status:** Bargaining Unit – AFSCME General Unit

**Pay Grade:** H

**Prepared Date:** March 2023

## Summary

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

## Essential Duties and Responsibilities

Includes 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 (GAAP).
  - Verifies adequate budgeted funds are available for payments.
  - May assist in the issuance of accounts payable payments.
- Audits purchase requisitions above ten thousand dollars (\$10,000.00).
  - Verifies that orders are charged to appropriate accounts.
  - Ensures that adequate funds are available and then encumbers the funds.
- Prepares adjusting entries as required.
- Ensures conformity to existing policy to safeguard County assets.
- Reviews and develops modifications to County audit procedures to improve existing operations.
- May perform as an advisor to County departments regarding proper accounting procedures, the transfer of funds, budget status, and the clarification of vendor statements.
  - May advise department heads and appropriate departmental staff regarding changes in accounting and reporting procedures.

- Assists in the preparation of internal reports for County Board in accordance with statutory requirements, such as purchases not conforming with established purchasing policy.
- May assist with the following fixed asset tasks:
  - Tag, record, and maintain workbook of all furnishings and equipment above five thousand dollars (\$5000.00).
  - Classify equipment according to GAAP.
  - Determine valuation and maintain records of county infrastructure including roads and bridges.
  - Keep current with rules and regulations pertinent to fixed asset classification.
  - Ensures the timeliness and accuracy of fixed asset reports.
- Communicates with department heads, department, employees, programming staff, and outside vendors as needed.

## Supervisory Responsibilities

This job does not exercise any supervisory responsibilities.

## Qualifications

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

### Education and Experience

- Bachelor's degree (B.A. or B.S.) from a four-year college or university or two (2) to three (3) years of related experience and/or training.
- Any 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.
  - Volume.
- Ability to apply 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.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Stand.
- Walk.
- Lift and/or move up to thirty (30) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- Normal office conditions.
- The noise level is usually quiet.

## Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.