

# Champaign County Job Description

**Job Title:** Senior Accountant

**Department:** County Auditor

**Reports To:** Chief Deputy Auditor

**FLSA Status:** Exempt

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

**Pay Grade:** I

**Prepared Date:** March 2023

## Summary

Performs professional accounting and internal audit of various expenditures for all County departments.

## Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Reviews and audits or directs the internal audit of all invoices and other claims for payment generated by County departments.
- Verifies that expenditures follow the policies of the County Board for purchasing and travel. Ensures that expenditures are recorded against the appropriate accounts and follow Generally Accepted Accounting Principles (GAAP).
- Verifies that adequate budgeted funds are available for payments and schedules and direct the issuance of Accounts Payable remittances.
- Audits or directs the audit of purchase requisitions above \$10,000.00.
  - Verifies that requisitions are charged to the appropriate accounts.
  - Ensures that adequate funds are available and then encumbers the funds.
- Prepares or direct the preparation of adjusting entries as required.
- Assures conformity to existing policy to as to safeguard County assets.
- Review and develops modifications to County audit procedures to improve existing operations.
- Performs as an advisor to County departments regarding proper accounting procedures, the transfer of funds, budget status, and the clarification of vendor statements.
  - Advises department head and appropriate departmental staff regarding changes in accounting and reporting procedures.

- Determines which vendors are subject to Internal Revenue Service (IRS) reporting.
  - Requests, maintains, and updates W-9 files for all vendors with the County.
  - Prepares and files Federal 1099 forms and reports.
- Prepares or directs the preparation of monthly reports in accordance with statutory requirements and forwards them to the County Board for approval. Reports include Non-Conforming Purchases Report and Payment of Claims among others.

## Supervisory Responsibilities

Under the guidance of the Chief Deputy Auditor, also supervises other accountants regarding all Accounts Payable, Accounts Receivable, and general journal entry functions.

## 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 in accounting.
- One (1) to three (3) years of government accounting and auditing experience.
- Any equivalent combination of education, training, and experience that demonstrates the above listed.

### Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from 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 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

None

## 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 working 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.