

Champaign County Job Description

Job Title: Accountant
Department: Auditor
Reports To: Chief Deputy Auditor or Senior Accountant
FLSA Status: Exempt
Grade Range: 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.

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 (GAAP). Verifies that adequate budgeted funds are available for payments and may assist in the issuance of accounts payable payments.

Audits purchase requisitions above \$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.

Assures conformity to existing policy so as to safeguard County assets.

Reviews and develops modifications to County audit procedures so as 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, e.g., purchases not conforming with established purchasing policy.

May assist with the following fixed asset tasks: tag, record and maintain a workbook of all furnishings and equipment above \$5,000.00; 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, ensure 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 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 two 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.

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 30 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.