

Champaign County Job Description

Job Title: Chief Deputy Auditor
Department: County Auditor
Reports To: County Auditor
FLSA Status: Exempt
Grade Range: L*
Prepared Date: February, 2023
Position Title Update: February, 2023

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.

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 assets.

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

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, but not limited to, the Regional Planning Commission's Chief Operating Officer, the County Treasurer, and the County Administrator.

Produce monthly financial statements that include monthly departmental reconciliations and necessary tie-outs to State funding.

Prepare the County's comprehensive Annual Financial Report in accordance with GAAP and GAAS. Makes all accounting and auditing decisions as needed during this process. Initiates communications with the external auditors for the sake of the timely issuance.

Complies with other financial reporting requirements set by state law and federal regulations, which includes submission of Federal Audit Clearinghouse, GATA and State Comptroller reports.

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

SUPERVISORY RESPONSIBILITIES Supervises four staff accountants in the County Auditor's Office. Supervisory responsibilities include training employees; planning, assigning and directing work; appraising performance; addressing policy and procedural issues. All personnel decisions are made 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.

EDUCATION and EXPERIENCE Bachelor's Degree in Accountancy with at least the classes that satisfy CPA eligibility. At least three years of public accounting experience with two years in Audit, in the sectors of government or nonprofit a plus. Certified Public Accountant designation at (or within one year of) hire.

COMPUTER SKILLS Strong proficiency in the use of MS Excel and the interoperability of the Office suite.

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.

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.