

Champaign County Job Description

Job Title: Office Manager/Accountant

Department: Highway

Reports To: County Engineer

FLSA Status: Exempt

Grade Range: I

Prepared Date: September, 2018

SUMMARY Prepares administrative and professional accounting functions contributing to the successful operation of the County Highway Department.

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

Audits and submits payroll records, in accordance with the personnel policy and two AFSCME contracts. Maintains confidential personnel records including attendance, FMLA, work comp, and department drug and alcohol testing. Computes attendance for direct billing to other entities.

Performs department bookkeeping and compiles accurate financial records including accounts receivables, accounts payables, and all financial reports needed to assist the County Engineer with planning and implementing four separate department budgets as well a highway construction and maintenance projects.

Verified that adequate budgeted funds are available for payments and prepares vouchers, budget transfers and amendments.

Responsible for department revenue and verifies the funds are applied to the appropriate accounts.

Reviews and develops modifications to the Highway Department daily operations in order to improve accuracy and efficiency within the department.

Reviews the work of other staff to assure accuracy and conformity to policy and procedures. Submits applications to vendors for new accounts.

Completes daily tasks including ordering and maintaining office supplies, scheduling the conference room, contacting JULIE for department projects, working with other County departments, engineering firms, contractors, Township Road Commissioners, and the Illinois Department of Transpiration as needed.

Works independently on continuing assignments or projects that require the application of professional accounting.

Manages the department in the absence of the County Engineer and Assistant County Engineer including signing requisitions and budget transfers.

Works with the County Engineer to prepare and post the Highway Committee Agenda. Maintains ADA accessibility for posting on the County website. Prepares and distributes the Full Agenda Packet to the County Board. Forwards all documentation for the meeting including the Agenda and Full Agenda Packet to IT for the required posting on the County website. Documents the highway Committee meetings; including attendance, taking minutes, audio recording, and the record of motions and votes. Prepares the Action Agenda and submits to Administrative services for the Full County Board meeting. Submits Action Agenda, Audio of the meeting, and the ADA accessible approved minutes to IT for posting. Records and submits Per Diem form. Successfully completes the annual Open Meetings Act electronic training.

Creates and maintains bridge files linked to CCGISC Interactive Web Map. Regularly scans and updates bridge information ensuring current and future projects are accessible. Keeps neat and well-organized archives for easy access.

Implements and maintains a centralized database for highway project files. Accurately scans and classifies project data into appropriate files. Helps locate and research missing project files and data.

Prepares legal ads for contract project lettings. Calculates bid tabs and ensures contract documentation requirements are fulfilled. Compiles contracts including contract bonds, certificates of compliance and county, contractor and IDOT approvals. Verifies and computes pay estimates through project completion for u-to-date itemization. Submits vouchers for approved payment to contractors. Sends required forms and documentation to IDOT for final payment. Prepares annual Final Bridge report outlining the cost for each improvement.

SUPERVISORY RESPONSIBILITIES May provide work direction to other employees in the department.

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 in the field of Economics or Accounting preferred. Three to five years' experience in responsible clerical activities; knowledge of modern accountant and bookkeeping principles and procedures; or equivalent combination of education and experience. Two years' computer experience, including all aspects of performing Microsoft Word and Excel functions and operations.

LANGUAGE SKILLS Ability to read and interpret documents such as IDOT regulations, construction contract instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees and representatives of companies. Ability to speak respectfully and diplomatically to the public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Driver's License, Notary Public and any others that are required.

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 walk; climb stairs; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 35 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.