

Champaign County Job Description

Job Title: Finance Specialist
Department: Administrative Services
Reports to: Director of Finance
FLSA Status: Exempt
Grade Range: J
Prepared Date: December 2022

SUMMARY Provides technical support and assistance on a variety of finance-related functions including assisting the Director of Finance in the development, implementation, preparation, and monitoring of the annual budget, and serves as a back-up to the Payroll Accountant and Insurance Specialist in the area of payroll and benefit processes.

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

Support the Director of Finance in the areas of budgeting, purchasing, and financial planning, with responsibility for preparing staffing budgets in compliance with salary administration guidelines and labor contracts.

Assist with the oversight and management of capital improvement and asset planning, monitoring, budgeting, and tracking.

Use confidential information to prepare cost analyses for labor negotiations and salary and benefit calculations for the annual budget process.

Serve as the functional back-up to the Payroll Accountant and Insurance Specialist for processing salary, wages, and fringe benefits.

Process incoming personnel forms and maintain staffing and wage data.

Perform grant management, oversight, and accounting functions including compliance with periodic financial reporting.

Assist with preparation and administration of RFP and RFQ bid processes.

Prepare invoices, budget amendments and transfers.

KNOWLEDGE, SKILLS, AND ABILITIES

High degree of proficiency using computer applications such as modern financial, payroll, and human resources software, spreadsheets, databases, publishing, and report writing software.

Knowledge of modern governmental programs and practices including accounting, budget, finance, payroll, purchasing, risk management, information systems and facilities management.

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Paramount attention to detail, initiative, and ability to work independently with minimal supervision.

Strong verbal and written communication and collaboration skills.

EDUCATION and/or EXPERIENCE

Bachelor's degree with a major in accounting, finance, public or business administration from an accredited four-year college or university and at least three years of practical government or business experience in finance, budgeting, payroll and employee benefits, or equivalent combination of education and experience that would provide the above-noted knowledge, skills, and abilities.

PHYSICAL DEMANDS

This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

WORK ENVIRONMENT

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.