

Champaign County Job Description

Job Title: Senior Accountant

Department: Auditor

Reports to: Chief Deputy Auditor

FLSA Status: Exempt

Grade Range: I

Prepared Date: March 2023

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

PRIMARY DUTIES AND RESPONSIBILITIES include 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 and ensures that expenditures are recorded against the appropriate accounts and follow Generally Accepted Accounting Principles.

Verifies that adequate budgeted funds are available for payments and schedules and directs the issuance of Accounts Payable remittances.

Audits or directs the audit of purchase requisitions above \$10,000.00. Verifies that requisitions are charged to appropriate accounts, ensures that adequate funds are available and then encumbers the funds.

Prepares or directs the preparation of 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.

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 heads and appropriate departmental staff regarding changes in accounting and reporting procedures.

Determines which vendors are subject to Internal Revenue Service 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 then forwards them to the County Board for approval. These reports include the Nonconforming 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 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 Accountancy supplemented by one to three years of government accounting and auditing experience; 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.