



JOB POSTING

Posting Open: 03/24/2014

Closed: 04/01/2014

Department: Auditor

Union: AFSCME 2025A

Job Classification: Part-Time Financial Reporting Accountant

JOB CLASSIFICATIONS:

See Attachment

Grade: 18

Salary: \$14.76

29 Hours per week

ROCK ISLAND COUNTY

CLASSIFICATION SPECIFICATION

GRADE 18

TITLE: Financial Reporting Accountant

Position Reports To: Rock Island County Auditor

Executive Summary:

To perform duties as they are the responsibility of the Auditor's Office, specifically as related to reporting 1099's, auditing County contracts, preparing and analyzing work papers for the Audit, implementing and monitoring compliance with all Federal and State regulations and Rock Island County policies as it pertains to functions within the Auditors Office, and other duties as assigned.

Community and Organizational Relationships:

Works proactively with County Auditor, Chief Deputy to the County Auditor, outside auditing firm, Internal Revenue Service, Purchasing Card vendor, various vendors, staff and other county personnel as necessary on a daily basis to assure successful performance of assigned job responsibilities.

Duties Specific to the Position

Responsible for obtaining W-9's as related to County vendor file, and serves as the vendor file manager.

Responsible for the monthly verification of the accuracy of all 1099 data.

Responsible for the timely completion of year end 1099 misc. reporting requirements.

Responsible for determining the updated fair market value, and verifying and reporting of Rock Island County's fixed assets as assigned.

Responsible for understanding GASB principles to accurately prepare audit work papers as assigned.

Responsible for the assistance of the administration of the purchasing card program by providing inter-departmental user support and systems implementation for Rock Island

County's current and new financial software as needed, including but not limited to, New World Systems and the purchasing card system.

Responsible for claims processes to ensure compliance with all County policies as it pertains to expenditures.

Responsible for the verification, recording, and monthly auditing of various financial grants and contractual agreements, to ensure compliance with all Federal and State regulatory and Rock Island County procedural requirements.

Responsible for monitoring and reporting of internal controls, to ensure compliance with County, Federal, and State guidelines and procedures as needed.

Responsible for the creation, education, and the implementation of County wide policy and procedures as it pertains to the Auditors Office's responsibility to ensure compliance with all federal and state guidelines.

Other duties as assigned, within the scope of duties.

Accountability:

Knowledge, compliance, and ability to perform daily duties according to County policies, procedures, and expectations.

Knowledge of economic and accounting principles and practices, the financial markets, banking and analysis and reporting of financial data.

Ability to use mathematical skills, logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.

Ability to identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes.

Ability to perform within established departmental budget as it pertains to position.

Ability to plan, prioritize, and organize work to meet established deadlines.

Mental and Physical Requirements:

This work may require the following: Climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors, but out of doors occasionally.

Minimum Qualification Requirements:

Education:

High School Diploma or equivalent GED required.

Bachelor's or Associates Degree in Accounting or Business/Finance preferred, or equivalent accounting experience of four years or more.

Bachelor's Degree in accounting preferred.

Experience:

Two years experience in accounting or auditing on a private, public or governmental level preferred.

Must have demonstrated abilities in all areas of computer operations including (but not limited to) word processing and spreadsheet software, financial accounting software, organizational and time management skills, ability to work in an environment with constant interruptions and frequent time pressures. Must have strong written and verbal communication skills.

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