



JOB POSTING

Posting Open: 5/11/2022

Closed: Until filled

Department: Auditor

Union: AFSCME 2025A

Job Classification: Internal Auditor

JOB CLASSIFICATIONS:

Grade: 20

Salary: \$18.82/hr.

Hours: 40 hours per week

See attached job description.

Please submit completed application to Rock Island County Auditor:

Rock Island County
Attn: April Palmer
1504 3rd Avenue
Rock Island, IL 61201

Application can be found online at <http://www.rockislandcounty.org/jobs/>
Email to apalmer@co.rock-island.il.us

Rock Island County

Job Description

TITLE:	Internal Auditor
DEPARTMENT:	Auditor's Office
SUPERVISOR:	County Auditor
FLSA:	Non-Exempt
EMPLOYMENT STATUS:	Represented Employee – AFSCME 2025A
CLASSIFICATION:	Internal Auditor – Grade 20

SUMMARY: Works proactively under general guidance of the County Auditor within the Auditor's Office. A primary function(s) of this position includes but is not limited to: specialized, advanced work requiring ability in carrying out all activities in Internal Audits of County offices in accordance with generally accepted accounting principles of governmental bodies. Work involves independence in the performance of duties, considerable discretion and judgment in making work decisions that require knowledge of procedures applicable to the area of assignment. The employee receives assignments from the supervisor, who defines objectives, priorities and deadlines and assists the employee with unusual situations that do not have clear precedents.

POSTION EXPECTATIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks, including at off-site locations.
- Perform duties with knowledge and ability to follow generally accepted principles of accounting for governmental bodies.
- Responsible for updating monthly accounting data entry screens used to enter and add accounting descriptions and adjusting journal entries.

JOB FUNCTIONS:

- Analyze and report on financial records, cash receipts, payroll records, bank reconciliations, and journals, etc. as needed relating to account reconciliations and internal audits.
 - Audit cash receipts of county offices deposited with the County Treasurer.
 - Reconcile any/or all credit card payments.
 - Prepare and/or review bank reconciliations.
 - Verify beginning and ending trial balances.
 - Analyze general ledger entries for appropriateness.
- On-Going and Annual Auditing Responsibilities:
 - Prepare annual audit work papers
 - Audit the documentation, records and bases for the amounts billed to the county, as maintained by county vendor's invoices, under agreements between the county and the vendor for actual cost billings or for reimbursement of out of pocket expense.
 - Respond to inquiries by external auditors' requests for information for annual audit.
 - Perform internal audits.
- Monitor inventory of county & Forest Preserve real estate and fixed assets, and prepare annual audit schedules as needed.
- Prepare budget information and workbooks as needed.
- Review, log and file contracts received from many County Departments.
- Review and track grant activity for Forest Preserve & all County Departments, except Health Department.
- Initiate and type correspondence.
- Responsible for claims processes as it pertains to expenditures.

- Monitoring and reporting of internal controls as needed.
- Auditor's Office FOIA Officer.
- Respond to inquiries of outside vendors.
- Each Rock Island County employee is responsible to engage in periodic activities that include, but are not limited to: (a) County-wide risk management/safety training session, and (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets that prevents, reduces, or corrects safety hazards

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Maintain effective working relationships with other employees and the public.
- Communicate with, and respond pleasantly to, a demanding and diverse public.
- Work independently with minimal supervision.
- Prioritize work tasks.
- Meet deadlines.
- Follow oral and written instructions

Knowledge of:

- General accounting and governmental budgeting processes
- General knowledge of local, State, and Federal laws and regulations
- Required formatting guidelines for the preparation of official documents and resolutions.

Skills:

- Strong communication ability, with primarily the English language with secondary language skills a plus.
- "Moderate" to "Advanced" level of computer skills including Microsoft Word; Excel; Access; PowerPoint; Outlook e-mailing; and general accounting and informational management computer systems/programs.
- Critical thinking using logic and analysis to evaluate options to various situations.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

- High School Diploma or GED required. Associate or Bachelor Degree in Accounting preferred.

Experience:

- Four (4) years' experience in an audit-related environment required. Direct experience in a public governmental facility preferred.
- Demonstrated abilities in all areas of computer operations, organizational and time management skills, and ability to work in an environment with constant interruptions and frequent time pressures.

Other Certifications/Licenses:

- Valid Driver's License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.