

SHAWNEE COUNTY, KANSAS
Position Description
Auditor I

POSITION NUMBER: AF1010B

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs review of all county accounts payable, coordinates the County's allocation program, performs some general ledger reconciliation, and other duties as required. This position is supervised by the Financial Administrator and/or Deputy Financial Administrator.

WORK PERFORMED

- 45% Auditing.** Audits and approves all county accounts payable, including review of expense coding, backup documentation, compliance with applicable laws, regulations and policies, including verification of correct issuance of payments. Verifies administrative costs due to vendors from bi-weekly payroll reports. Verifies and approves bank account payment transactions by daily cut-off time.
- 30% General Accounting.** Reconciles general and subsidiary (job) ledgers on a monthly basis. Reconciles intra- and inter-department transfers on a monthly basis. Creates and enters journal entries in the general ledger. Audits and reconciles payroll payables for contributions and deductions. Provides year end expense accruals and other reports for the external auditors, as assigned.
- 15% Allocations.** Prepares the annual contracts for the county's budgeted allocations to be presented for signature. Communicates with the various organizations regarding annual budget requests, contracts, quarterly reports, quarterly payments and delinquent reports.
- 10% Other Duties/Special Projects.** Assists with special projects. Responsible for other miscellaneous office duties including providing support to department employees, other departments and external auditors.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Generally accepted accounting principles.
- Modern principles, techniques, laws, regulations and ordinances relating to governmental accounting.
- The practices and procedures involved in budgeting, purchasing and financial record keeping.
- General office machines and modern office practices and procedures.
- The English language, spelling, grammar and arithmetic computations.
- The operation and minor maintenance of various office equipment.

Ability to:

- Assist in the development, installation, auditing and maintenance of complex accounting systems.
- Analyze accounts, make adjusting entries and prepare complex accounting statements and reports.
- Establish and maintain effective working relationships with employees and other County personnel
- Apply and adapt standard methods to varied financial situations, procedures and problems.
- Analyze and evaluate accounting, budgeting, procedural issues, develop corrective systems and compile reports of measures taken.
- Interpret and apply Federal, State, and County laws, resolutions, rules and regulations.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instruction.
- Detect and reconcile discrepancies in financial records.
- Operate various office equipment.

Skill in:

- The use of computer software and hardware, including Microsoft Office applications.
- High attention to detail and strong analytical and problem-solving skills.
- Ability to work independently and manage multiple projects.
- Ability to provide superior customer service and quick responses to inquiries.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions	X			
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision		X			Sitting				X	Work Below Ground	X			
Color Vision		X			Carrying			X		Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning		X			Exposure to Marked Changes in				
Hearing			X		Lifting		X			Temperature and Humidity		X		

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EQUIPMENT USED

Personal Computer	Telephone	Calculator
Printer	Photocopier	Scanner

MINIMUM QUALIFICATIONS

- Three (3) years of experience in examining internal work processes, financial and operational records and controls to assess effectiveness, accuracy of records and compliance with statutes, regulations and professional/legal standards.
- Bachelor’s Degree from an accredited college or university with major coursework in Accounting, Finance, or Business Administration is required.
- Additional experience in accounting or auditing may be substituted in place of education requirement on year-for-year basis, as approved by the department.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to submit educational transcripts.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____	_____
Employee’s Signature / Printed Name	Date

_____	_____
Appointing Authority’s Signature / Printed Name	Date

Created: 03/26
Revision History: 03/26