

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Auditor I**

**Position Control Numbers:** AF1004A

**FLSA Status:** N

**POSITION DESCRIPTION**

Under general supervision, this position audits and reviews all county revenue cash transactions, distributes taxes collected to other taxing entities, provides budgetary estimates to taxing entities, performs general ledger reconciliations, and other duties as required. This position is supervised by the Financial Administrator and/or Deputy Financial Administrator.

**WORK PERFORMED**

- 45% Auditing.** Audits all county cash receipts for account coding accuracy, appropriate backup documentation, compliance with applicable laws, regulations and policies. Confers with department personnel in order to obtain or clarify financial records. Posts all reviewed cash receipts to the general ledger on a daily basis. Verifies and approves bank account receipt transactions by daily cut-off time.
- 25% General Accounting.** Reconciles subsidiary bank accounts to the general ledger on a monthly basis. Reconciles revenue funds and pass thru object codes in the general ledger. Creates and enters journal entries in general ledger. Audits monthly bank reconciliation. Provides year end revenue accruals and other reports for the external auditors, as assigned.
- 20% Tax Distribution.** Reconciles the tax billing system to the general ledger system, resolves discrepancies and distributes tax amounts collected to Shawnee County taxing entities in accordance with Kansas State Statutes. Verifies and provides annual tax estimates to the taxing entities. Compiles and completes State Form 139 and 110 for school district budgeting estimates.
- 10% Support Duties.** Assists with special projects. Performs other miscellaneous office duties including providing support to other 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
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
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			
<b>ARMS</b>					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				<b>LEGS/FEET</b>					Electrical Hazards		X		
<b>EYES</b>					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			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting		X					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 background check, 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: 05/24  
Revision History: 05/24