



## POSITION OPENING

**POSTING DATE:** September 11, 2018

**DEPARTMENT:** County Auditor

**POSITION TITLE:** Internal Auditor

**HOURS:** Part-Time (less than 29 hours)

**FLSA:** Non-Exempt

**WAGE:** \$10.92/HR

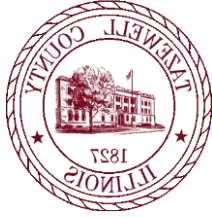
**APPLICATION DEADLINE:** September 28, 2018

Interested candidates should submit a resume and a County Employment application to:

Shelly Hranka, Auditor  
11 S. 4<sup>th</sup> Street  
McKenzie Building Suite 120  
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the under "How Do I.. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer



## Tazewell County Job Description

**TITLE:** Internal Auditor  
**DEPARTMENT:** Auditor's Office  
**SUPERVISOR:** County Auditor  
**FLSA:** Non-Exempt (Part-Time)  
**PREPARED:** September 2018

**SUMMARY:** Works proactively under general guidance of the County Auditor within the Auditor's Office. 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 and according to the Illinois State Statutes 55ILCS. 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 Auditor, 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 and general knowledge of COSO and Blue Book Standards.

Responsible for updating monthly accounting data entry screens used to enter and add accounting descriptions and adjusting journal entries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned to meet business needs.

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.

Prepare and/or review bank reconciliations.

Verify beginning and ending trial balances.

Analyze general ledger entries for appropriateness.

#### On-Going and Annual Auditing Responsibilities

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.

Perform internal audits of internal operations of Elected and appointed Tazewell County officials

Monitor inventory of County, fixed assets, and prepare annual audit schedules as needed.

Review, log and file contracts received from many County Departments.

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.

#### **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 Fund 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.

"Moderate" to "Advanced" level of computer skills including Microsoft Word; Excel; Access; PowerPoint; 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.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distant vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal quiet office working conditions.

*The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*