

Job Vacancy

Williamson County Auditor

Officer Type: Full Time, Non-Union, Salaried,

Position Overview: The Williamson County Board is seeking a highly motivated and detail-oriented individual to join the County as the Williamson County Auditor. The successful candidate will play a pivotal role in maintaining the financial integrity of Williamson County by performing a range of essential duties, including the following:

- (1) be the general accountant of the county and keep its general accounts; and
- (2) devise and install a system of financial records in the officers and divisions of the county that must be followed by the offices and divisions.
- (3) audit all claims against the county;
- (4) collect, analyze and preserve certain statistical and financial information;
- (5) approve orders for supplies submitted by county offices;
- (6) maintain a file of county contracts;
- (7) provide quarterly financial reports to the county board;
- (8) audit receipts of all county officers and departments;
- (9) maintain a continuous internal audit of the operations and financial records of the officers, agents or divisions of the county;
- (10) audit the inventory of county property;
- (11) audit the documentation, records and bases for the amounts billed to the county from vendors and outside parties.

Qualifications:

(Required): Minimum of 5 years of relevant experience in financial management, accounting, banking, or a related role; CPA certification

(Preferred):

- CPA licensure
- Strong understanding of financial principles, regulations, and best practices of governmental accounting;
- Proficiency in using financial software and tools, including Excel and accounting software;
- Excellent analytical skills and attention to detail;
- Strong organizational and time-management abilities;

- Effective communication and interpersonal skills; and
- Ability to work independently and collaboratively within a team;

Compensation: Salary commensurate with experience and abilities.

Benefits: Health Insurance, IL Municipal Retirement Fund Pension, Paid Time Off, Holidays, etc.)

Application Process: Interested candidates are invited to submit their resume, cover letter, and references to the County Board at Slenon@williamsoncountyil.gov. Please include "County Auditor " in the subject line of your email.

Williamson County Government is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. For additional questions or inquiries, please contact:

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