

**LAKE COUNTY HUMAN RESOURCES
LAKE COUNTY COURTHOUSE
616 THIRD AVENUE
TWO HARBORS, MN 55616 (218) 834-8323**

September 10, 2021

EMPLOYMENT NOTICE

POSITION: ACCOUNTANT

The current vacancy is for one full-time position in the Lake County Highway Department.

SALARY: \$26.03 - \$35.14 per hour

CLOSING DATE: Open until filled; initial review September 28, 2021

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or related field; 2 years accounting or related experience; or an equivalent combination of education and experience.

RESPONSIBILITIES:

Responsible for providing specialized and analytical support to department financial activities, policies and procedures. Responsibilities may include maintaining proper internal controls and accounting procedures; managing departmental payroll activities; advising department head regarding accounting functions, financial reporting, collections, payments, agency contract and agreements; preparing and analyzing a variety of comprehensive financial and statistical reports for internal and external users; and assisting department budget and audit activities.

WORK TEST PERIOD:

Appointee to the position must successfully complete probationary period per contract.

BACKGROUND CHECK:

Applicants selected for appointment must pass a criminal background check.

DRUG TESTING:

Applicants selected for appointment must take and pass a drug test.

PHYSICAL-MEDICAL STANDARDS:

Applicants must meet essential physical requirements of the position.

EMPLOYMENT ELIGIBILITY VERIFICATION:

All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

APPLICATION INFORMATION:

Application and Classification Specification may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; or website: www.co.lake.mn.us.

ACCOMMODATION:

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8394.

VETERAN'S PREFERENCE:

Proof and claims for Veteran's Preference must be filed with Lake County Human Resources at time of application.

NON-DISCRIMINATION:

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex, age, color, national origin, religion, disability, sexual orientation, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.