



## Lake County Accountant

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	1	Exempt

NATURE OF WORK
<p>The fifth level in the Accounting Series is 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.</p> <p>This level is differentiated from the Accounting Specialist level. In this classification level, work is non-routine in nature, with general program goals and objectives. This position requires professional knowledge and skill in an assigned area.</p>

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Develops and maintains internal controls and accounting procedures, including: developing and maintaining costing codes for assigned areas; balancing cost accounts; assigning costing codes to ensure accuracy of financial information; developing methods of tracking funds of assigned projects; and implementing procedures to track department accounting transactions.	Daily 30%	C4
2.	Maintains accounts receivable and payable accounts, including: billing appropriate agencies; preparing for fund transfers; and verifying payments.	Daily 10%	B2
3.	Advises the department head regarding accounting functions, financial reporting, collections, payments, and agreements.	Daily 20%	C4
4.	Manages department payroll activities, including: maintaining employee files; approving employee time; reviewing timecards and conducting research to make corrections as needed; preparing payroll reports; and performing related tasks.	Daily 15%	B2
5.	Prepares and analyzes annual, audit, and related comprehensive financial and statistical reports for internal and external users.	Daily 20%	C4
6.	Performs costs analyses for department equipment and labor to determine amounts to charge agencies; estimates department budget needs.	Quarterly 5%	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
<p>Positions assigned to Financial Coordinator may be responsible for:</p> <ul style="list-style-type: none"> <li>• Performing election administration when required.</li> </ul>



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### LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.

### DIRECTION RECEIVED

Work under general supervision, but is provided with clear objectives and standards to coordinate specific areas within assigned program. This level has increased individual responsibility to coordinate the processes.

### DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; may instruct others in work methods and procedures; and verify the work of others.

### TRAINING AND EXPERIENCE REQUIREMENTS

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

### LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None

### KNOWLEDGE REQUIREMENTS

- Accounting principles and practices;
- Computers and related software applications;
- Automated financial systems;
- Internal financial control practices;
- Payroll principles and practices;
- Methods of developing accounting procedures;
- Budgetary principles;
- Report preparation techniques;
- Applicable federal, state, and local laws, rules, and regulations.

### SKILL REQUIREMENTS

- Applying accounting principles and practices;
- Researching and analyzing financial information;
- Using computers and related software applications;
- Applying and explaining applicable laws, codes, regulations, and/or policies;
- Recording, verifying, reconciling, and reporting accounting transactions;
- Preparing financial statements and reports;
- Developing budgets;
- Developing accounting procedures;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

### PHYSICAL REQUIREMENTS



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Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met

CLASSIFICATION HISTORY	
DATE	COMMENT
June, 2017	Draft prepared by GBS (MO)
October, 2017	Revised by GBS (MO)

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.