



## Lake County Accounting Technician

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	2	Non-Exempt

### NATURE OF WORK

The second level in the Accounting Series is responsible for performing medium complex property, accounting, and clerical duties related to keeping and adjusting property, financial and case records and accounts following standard accounting and related practices. Responsibilities may include verifying transactions; monitoring expenses and payments; reconciling accounts; preparing, reviewing, and submitting documents related to tax and/or property; maintaining department accounting records and database; and responding to a variety of inquiries about financial information.

This level is differentiated from the Accounting Clerk level. In this classification level work is primarily routine in nature, with the ability to address non-routine clerical duties. The majority of time is dedicated to the performance of tasks related to one area of responsibility, with standardized responsibilities of basic accounting activities. This level has the ability to perform a range of work assignments in the assigned area.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Processes, reviews, and documents transactions such as property, accounts payable and receivable; reviews and processes mortgage and license documents; reconciles vendor statements and related financial documents; researches document discrepancies to identify source of errors; collects, balances, and maintains accounts receivable, accounts payable, and property taxes; and performs related duties.	Daily 30%	B2
2.	Prepares, reviews, and maintains financial statements and/or statistical, accounting or operational reports including cash balance, property, tax, and related documents.	Daily 10%	B2
3.	Responds to a variety of property tax and related inquiries from the public and internal departments.	Daily 20%	A1
4.	Receives, processes, and/or prepares a variety of payroll deduction remittances, claims, timecards, and/or other related information; maintains files and records.	Daily 20%	A1
5.	Applies payments to appropriate budgets; monitors expenditures associated with budgets to ensure proper use of funds; issues payments to clients.	Daily 10%	A1
6.	Assists with estate recovery, including: reviewing documents to identify need for estate recovery; responding to internal inquiries; and accepting payments.	Weekly 10%	A1
7.	Performs other duties of a similar nature or level.	As Required	N/B

### FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:



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Positions assigned to Auditor may be responsible for:

- Property tax collection, scanning, posting and balancing of property tax payments. Creation and maintenance of Confession of Judgment repayment contracts. Preparation and mailing of delinquent and confession of judgment notices.
- Assisting taxpayers and other parties with property tax, parcel of general information.
- Maintaining parcel records.

Positions assigned to Health and Human Services may be responsible for:

- Manages monthly client benefits as Representative Payee.
- Prepares various reports including reports for federal and state reimbursement.

### LEVEL OF DECISIONS

Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position.

### DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general supervision.

### DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience.

### TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D.; 2 years accounting support or related experience; or an equivalent combination of education and experience.

### LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None

### KNOWLEDGE REQUIREMENTS



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- Accounting principles and practices;
- Financial reporting techniques;
- Applicable Federal, State, and/or local laws, rules, and regulations;
- Data entry techniques;
- Mathematical concepts;
- Automated accounting software packages;
- Recordkeeping principles;
- Licensing requirements;
- Estate recovery principles;
- Mortgage documents;
- Budgeting principles;
- Cash handling procedures;
- Customer services principles;
- Computers and related software applications.

### SKILL REQUIREMENTS

- Balancing accounts;
- Reconciling financial records and information;
- Monitoring budgets;
- Applying applicable Federal, State, and/or local laws, rules, and regulations;
- Tabulating, recording, and balancing transactions;
- Performing mathematical calculations;
- Researching and resolving account discrepancies;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### PHYSICAL REQUIREMENTS

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.