

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

March 10, 2023

EMPLOYMENT NOTICE

POSITION: ACCOUNTING TECHNICIAN

The current vacancy is for one full-time (37.5 hours a week) position in the Lake County Human Services Department.

2022 SALARY: \$19.26 - \$26.00 per hour; 2023 wages being negotiated

CLOSING DATE: **Open until filled; initial review March 28, 2023**
Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

MINIMUM QUALIFICATIONS:

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

RESPONSIBILITIES:

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

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 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.