

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

May 26, 2023

EMPLOYMENT NOTICE

POSITION: SENIOR ACCOUNTING TECHNICIAN

The current vacancy is for one full-time (37.5 hours a week) position in the Lake County Auditor's Office.

SALARY: \$23.71 - \$32.01 per hour

CLOSING DATE: Open until filled; initial review June 13, 2023

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

MINIMUM QUALIFICATIONS:

Associate's degree or two-year technical certificate in Accounting; 3 years accounting support or related experience; or an equivalent combination of education and experience.

RESPONSIBILITIES:

Responsible for performing complex and non-routine financial support duties to ensure the accuracy of accounting and financial records and compliance with standard accounting practices and statutes. Responsibilities may include balancing department accounts; reconciling accounts; clarifying discrepancies in financial records; reviewing financial reports; processing and reviewing various payroll transactions; and responding to a variety of inquiries about financial information.

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 (including pregnancy), age, color, national origin, religion, disability, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.