



Lake County Senior Accounting Technician

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	3	Non-Exempt

NATURE OF WORK

The third level in the Accounting Series is 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.

This level is differentiated from the Accounting Technician level. In this classification level work assignment requires a comprehensive technical knowledge and skill of the assigned area or function to complete the assigned responsibilities.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Reviews and processes payroll or related financial transactions; processes longevity increases, benefit changes, and related payroll adjustments; reviews and calculates employee timesheets to ensure accuracy; ensures compliance with governmental regulations.	Daily 35%	B2
2.	Prepares payments and reconciles accounts related to health, life insurance, and related benefit premiums; prepares final employee payments; calculates retirement packages.	Daily 25%	B2
3.	Maintains payroll and related financial information.	Daily 10%	A1
4.	Prepares payroll and related reports in accordance with various laws and guidelines.	Daily 15%	B2
5.	Performs customer service duties by responding to internal and external inquiries regarding payroll, financial information, and procedures.	Daily 15%	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to payroll will be assigned by Human Resources to create, access, and use data utilized in preparing management positions/proposals in labor negotiations.



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LEVEL OF DECISIONS

Incumbents in this class are generally responsible for the outcome and performance of clearly defined objectives, applies standard operating policies and procedures, and may have limited responsibility in how to approach and explain various programs to participants. Applies advanced skills to the position or specialization; adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general direction as to how the objectives and goals are achieved.

DIRECTION PROVIDED

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

TRAINING AND EXPERIENCE REQUIREMENTS

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.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None

KNOWLEDGE REQUIREMENTS

- Accounting principles and practices;
- Payroll and related reporting techniques;
- Applicable Federal, State, and/or local laws, rules, and regulations;
- Data entry techniques;
- Benefit premiums;
- Payroll principles and practices;
- Mathematical concepts;
- Recordkeeping principles;
- Customer service 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 financial 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.



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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)
May, 2023	Revised by Lake County (CBY)

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.