

Lake County Auditor's Office

Deputy Auditor – Financial – Budget Commission

Position Title: Deputy Auditor – Financial- Budget Commission **FLSA Status:** Non-Exempt
Supervisor: Chief Deputy Auditor **Employment Status:** Full-Time
Wage: Dependent on Experience/ Qualifications **Regular Hours:** 8:00am – 4:30 pm Monday-Friday

Send resumes to: muber@lakecountyohio.gov

JOB DESCRIPTION

Summary/Objective

Under the general direction of the Lake County Auditor, this position directly reports to the Chief Deputy Auditor and provides a wide variety of services to the public and other governmental entities.

This position is highly visible to the public and a strong sense of customer service must be maintained at all times. The Deputy Auditor – Financial Budget Commission is responsible for: the settlements, distributions, advances, political subdivision budgets, certification of tax rates, budget hearing administration, tax abstracts, TIFs/abatements, estate tax, personal property tax, vendor licenses and cigarette tax. This position may assist with Accounts payable, receivable when necessary.

While individual employees may be assigned a specific area of general responsibility, all employees are expected to assist each other as needed, and with miscellaneous other tasks as assigned. This job description is not intended to provide a complete list of the duties that may be assigned to an employee.

Essential Functions

Reasonable accommodation may be able to enable individuals with disabilities to perform the essential functions.

1. Review submitted tax budgets of all taxing districts within the county. This includes school districts, police and fire districts, county agencies, and libraries, as well as cities, villages and townships.
2. Prepare regular reports for the Budget Commission and maintain accurate records of all proceedings.
3. Checks that the tax levies collected are properly authorized by voters or resolutions, and that the funds are properly advanced and distributed.
4. Provide County departments/agencies, as well as the General Public, with financial information requested.
5. Processes distribution of the Local Government Fund
6. Prepares mileage rates & tax valuations required to raise a specific dollar amount for public subdivisions to be certified by the County Auditor.
7. Receive and prepare tax levy election results for certification by the County Auditor.
8. Place levies on the tax duplicate.
9. Prepare abstract tax list and tax rates/reduction factors.
10. Assist with the registering of new business owners and supply existing owners with vendor

and/or cigarette license(s). Compile delinquent tax list for real estate/manufactured homes.

11. Administer the Estate Tax functions.
12. Administer Public Utility functions.
13. Administer TIF/abatements.
14. Evolve with governmental regulation on local, state and federal levels to assure timely implementation and compliance with developing law as applied to duties.
15. Engage in accounts payable and accounts receivable functions of the Lake County Auditor's office.
16. Completes special projects as requested by Lake County Auditor.
17. Represents the Lake County Auditor's office when necessary outside of office hours.
Must maintain the ability to exhibit a cooperative and participant style inside and outside the office with staff and citizens.

Supervisory Responsibility

This position does not provide any supervisory role.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; type; write/post to printouts and forms; use calculator; file ; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift supplies and materials; work with detailed documents and printed forms, the employee must be able to stand, walk, sit, talk or hear , use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; may occasionally be required to lift up to 25 pounds; and is required to be able to use close vision and adjust visual focus.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

This job operates in an administrative/management office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to use /direct automated information systems to prepare financial data and produce required reports. As well as the ability to compose routine letters, memos and similar correspondence using word processing is required.

Preferred Education and Experience *this position minimally require the following:*

1. Minimum of six (6) years' experience in accounting. County government experience is a plus.

2. Bachelor's degree from an accredited university with a major in accounting. Experience in the field will be considered in place of degree.
3. Experience with the accounting and government finance and settlements within the State of Ohio. Strong customer service focused mindset. Demonstrates attention to detail; high need for precision and accuracy.
4. Demonstrated understanding of team and teamwork and the ability to foster growth in a team environment.
5. Position requires experience in financial reporting and analysis. Strong analytical and quantitative skills.
6. Experience in personal computer applications related to business, accounting and real estate practices. Special emphasis on advanced knowledge in: spreadsheet, word processing, and data base programs as related to use, application, and design for a high level of business and accounting function.

Certificates and/or Licenses

Must possess a valid Ohio Driver's License and a good driving record.

Required Training

All Lake County Auditor's office employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, workplace harassment, Ethics training and open records/ Sunshine training.

Other Duties

Must abide by all laws and conduct all business in an ethical manner both personally and professionally. Ability to work irregular schedule. A pre-employment Background Check and Drug Test may be required. Perform related duties as apparent or assigned.

The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position.
