

# Lake County Auditor's Office

## Deputy Auditor - Financial

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

Send resumes to: mpennell@lakecountyohio.gov

### **JOB DESCRIPTION**

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#### **Summary/Objective**

Under the general direction of the Lake County Auditor, this position directly reports to the Deputy Auditor – Financial Manager 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 always be maintained. The Deputy Auditor - Financial is responsible for: Accounts payables and receivables, as well as assisting with other duties as assigned.

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

1. Assists with the accounts payable, accounts receivable and payroll functions of the Lake County Auditor's office.
2. Reconcile daily transactions including Form 6 as necessary.
3. Prepare bills for presentation to County Commissioners or special boards for approval.
4. Enter and reconcile pay-in/deposit receipts as necessary.
5. Evolve with governmental regulation on local, state, and federal levels to assure timely implementation and compliance with developing law as applied to duties.
6. Completes special projects as requested by the Lake County Auditor.
7. 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 has no supervisory responsibility. This position is under the direct supervision of the Deputy Auditor-Supervisor Real/Estate/Fiscal position. This position also works closely with the Chief Deputy of Real Estate and the Chief Deputy Auditor.

#### **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 requires the following:*

1. A hard worker with the ability to learn and an inquisitive mind is required.
2. A degree from an accredited university or college is not required but is preferred. A bachelor's degree in business, accounting, economics, or finance is a plus. Experience in the field will be considered in place of a degree.
3. The ability to proficiently use Microsoft Excel, Word, and PDF extension documents is required. Experience with accounting software and/or government finance and settlements within the State of Ohio is preferred. A preferred candidate will be customer and taxpayer focused, demonstrate attention to detail, and have a high need for precision and accuracy.
4. A preferred candidate will have demonstrated understanding of team and teamwork and the ability to foster growth and trust in a team environment.
5. Good communicator, both verbally and in writing.

### **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.

### **Send Resume to:**

Persons interested in the position should send resume to Michele Pennell, Chief Deputy Auditor, at [mpennell@lakecountyohio.gov](mailto:mpennell@lakecountyohio.gov) or 105 Main Street, PO Box 490, Painesville, Ohio 44077 by May 15, 2024. Must include salary history and current salary requirements.

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**LAKE COUNTY AUDITOR'S OFFICE  
AN EQUAL OPPORTUNITY EMPLOYER**

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