

LAKE COUNTY PARKS & RECREATION

Job Description

Position Title: Auditor Internship
Park Location: Main Business Office
Division: Administrative Services
Supervisor: Comptroller
Classification: Non-Exempt
Salary: \$10.00/hour

Primary Responsibilities: Responsibilities include balancing and maintaining financial accounts as they relate to the division.

Essential Functions of the Job: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Provides exceptional customer service to park visitors in a courteous, friendly, tactful manner.
- * Performs safe audits at Deep River Waterpark twice daily. Tracks and reports audits to comptroller.
- * Verifies register print outs, credit card transactions and activity.
- * Verifies cash sheets from cashiers and cash control.
- * Tracks cashiers over/under, identifies trends, communicates to manager the results.
- * Verifies all contracts for Bellaboos, DRWP, and Lake Etta Banquets.

Knowledge, Skills, Abilities:

- * Competency in Microsoft Excel.
- * Ability to present ideas and recommendations in a clear and concise manner, verbally and in writing.
- * Ability to operate standard office equipment.

Competencies:

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|-----------------------------|---------------------|
| * Business Acumen | * Results Driven |
| * Collaboration Skills | * Strategic Thinker |
| * Communication Proficiency | * Teamwork |
| * Decision Making | * Time Management |
| * Ethical Conduct | * Thoroughness |
| * Financial Management | |
| * Initiative | |
| * Performance Management | |
| * Problem Solving/Analysis | |

Qualifications: Must be 18 years old. Preferred working on a finance or business degree.

Licensing & Certifications: Valid Indiana Driver's License.

Primary Work Location: This job operates in a professional office environment.

Full Job Description Available Upon Request.

Resume Review: May 15, 2021

To Apply:

PREFERRED- www.lakecountyparks.com

OR

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