



Accounting Assistant I

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT THE JEFFERSON COUNTY SHERIFF'S OFFICE

Jefferson County Sheriff's Office promotes a criminal justice system that balances the protection of life, liberty, and property of the community with the rights and privileges of the individual, and to make choices that are consistent with the pursuit to fashion a credible, professional law enforcement agency, engraving the mark of excellence upon all acts and decision.

WHAT YOU WILL DO

The Sheriff's Office is in immediate need of a full-time Account Assistant I in the Jefferson County Jail, who is looking for a competitive wage and professional work environment.

SOME ESSENTIAL RESPONSIBILITIES

Applicants with excellent multi-tasking, communication, prioritizing and computer skills, will be successful in this role while completing the below key tasks and responsibilities:

- Generates comprehensive reports for debt interception procedures.
- Composes and mails debt notification letters, ensuring clarity and compliance with established procedures.
- Facilitates the submission of outstanding debts to the Wisconsin Department of Revenue (WI DOR) in accordance with regulatory guidelines.
- Monitors, modifies, and rectifies debts previously reported to WI DOR to maintain precision and compliance.
- Organizes and manages spreadsheets and records related to debts reported to WI DOR.
- Invoices inmates for incurred charges related to over the counter and prescription medications, upholding transparency and adherence to relevant policies.
- Screens and sorts both incoming and outgoing mail, directing correspondence to the appropriate personnel or departments.
- Prepares detailed reports for the Jail Captain, including those specific to the State Criminal Alien Assistance Program (SCAAP).
- Acts as a valuable backup resource when required, ensuring the seamless continuation of critical financial and administrative tasks.

Requirements:

- High school diploma or equivalent with two years related experience and/or training; or associate degree; or equivalent combination of education and experience.
- Must be a self-starter and self-disciplined and capable of meeting deadlines.
- Ability to be organized and complete work efficiently.

Preferred Requirements:

- Three years' related experience and/or training; or associate degree and one year of relevant experience; or an equivalent combination of education and experience.

Wage & Benefits

\$18.63-20.10/ hour based on candidate's successful experience and qualification.

Benefit Highlights if Full Time

*Health insurance*Health insurance opt Out Plan*Dental & Vision insurance

*Life insurance*Wisconsin Retirement System*Health Savings Account*Deferred Compensation Program*

2026 Gold Certified Family Friendly Workplace

Employees at Jefferson County Value

*Competitive Pay*Excellent Benefits*Great Coworkers*Flexibility*Advancement & Opportunity*Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov.

Jefferson County is an Equal Opportunity Employer

