

**Jefferson County
Position Description**

Name:	Department: Highway
Position Title: Accounting Specialist II	Pay Grade: 5 FLSA: Non-exempt
Date: February 2024	Reports To: Accounting Manager

Purpose of Position

The purpose of this position is to perform accounting and payroll tasks for the Jefferson County Highway Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintains electronic payroll system to ensure time, machinery, and materials are accurately accounted for in the Highway cost accounting system
- Monitors time off balances to ensure accuracy
- Reviews, monitors, prepares and enters department invoices, vouchers, and receipts; assigns and verifies account numbers for accuracy; obtains vendor and account numbers as needed
- Creates Purchase Orders in Munis system following the County's Purchasing Ordinance
- Communicates with vendors/customers regarding payments and other issues
- Reviews, reconciles and prepares monthly invoices for WisDOT using MPM system
- Maintains, updates and classifies equipment with the WisDOT using the MPM system
- Reviews, reconciles and prepares monthly invoices for municipalities, accidents, counties and interdepartmental
- Assists in administering the Local Road Improvement Program by sending out annual notices, tracking eligible expenses and providing reimbursement to local municipalities
- Coordinates the Highway Road Aid and Bridge Aid Programs. Sends yearly letters, compiles budget amounts, prepares invoices and journal entries and reconciles account balances for municipalities
- Prepares journal entries and vouchers and enters information into database; prepares and adjusts financial statements based on expense and revenue account activities; prepares month end journal entries to appropriately capture time and expense which includes labor, equipment, material and accounts receivable journal entries.

- Maintains inventory accounts by receipting in and charging out inventory. Assists in year-end inventory count and corresponding journal entries.
- Participates in audits by providing requested information.
- Collects and enters W-9 vendor tax statement information into computer database
- Monitors and updates CDL information in the PARS system and schedules drug testing appointments to meet testing requirements.
- Assists in administering utility, driveway, right-of-way and oversize permits.
- Assists with annual report and performs other year-end tasks as requested
- Assists the general-public with questions either by walk-in or phone calls
- Reconciles Balance Sheet Accounts, Accounts Receivable balances and Accounts Payable balances and resolve any discrepancies
- Reconciles the credit card statement monthly to the receipts on file. Research any missing receipts. Enter receipts into Munis.
- Serves as main point of contact to general-public either through telephone calls or walk-in inquires
- Assists Highway Superintendents during winter maintenance events by communicating with the general-public and other safety related agencies to coordinate winter storm operations
- Codes account payable invoices to proper general ledger accounts and enters them in appropriate accounting systems for payment
- Processes and maintains records for employees' reimbursement claims for boot allowance, safety glasses and meals
- Attends annual trainings for CHEMS updates and other educational trainings as requested
- Complies with County HIPAA Policies and Procedures, if applicable
- Provides backup to other fiscal staff when absent or when need arises
- Demonstrates dependable attendance
- Adheres to and promotes safety as a priority in the workplace

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None.

Minimum Training and Experience Required to Perform Essential Job Functions

Two to three years related experience and/or Associate's degree and one year experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Four years related experience and/or training; or a bachelor's degree from a college or university plus one year of experience; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensure

None.

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.

- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.

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

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date