



Accounting Specialist II.

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 JEFFERSON COUNTY HIGHWAY DEPARTMENT.

Jefferson County's Highway Department works diligently to keep our roads safe by upgrading, repairing, and maintaining 390 lane-miles of State Highways (100 lane-miles are located on Interstate Highway 94), 521 lane-miles of County Trunk Highways, and various Town Highways as requested.

WHAT YOU WILL DO

The Highway Department seeks a detail oriented and organized Accounting Specialist to perform accounting and payroll tasks.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Maintains electronic payroll system to ensure time, machinery, and materials are accurately accounted for in the Highway cost accounting system
- Monitor time off balances to ensure accuracy
- Reviews, monitors, and prepares department invoices, vouchers, and receipts before payment; assigns and verifies account numbers for accuracy; obtains vendor and account numbers as needed
- Creates Purchase Orders following the County's Purchasing Ordinance
- 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 entries to appropriately capture time and expense
- Maintains inventory accounts by receipting in and charging out inventory. Assists in year-end inventory count and corresponding journal entries.

Requirements:

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

Preferred Requirements:

- 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.

Wage & Benefits

\$23.41 - \$30.12/ hour based on candidate's successful experience and qualification.

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Benefit Highlights

2 weeks paid vacation Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
* Life insurance* Wisconsin Retirement System* Health Savings Account * Differed Compensation Program*
*Group Life insurance *

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 jeffersoncountywisc.gov. Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.

Jefferson County is an Equal Opportunity Employer