



### **Accounting Assistant I**

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 decisions.

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

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.

Starting wage is \$17.21 per hour

Benefits: This position will be eligible for our excellent benefit package with details at the below link:

[https://www.jeffersoncountywi.gov/departments/human\\_resources/pay\\_and\\_benefit\\_information.php](https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php)

#### **Qualifications Needed:**

- High School diploma or equivalent required, 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.

#### **Qualifications Preferred:**

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

Application and position details are available at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

*Jefferson County is an Equal Opportunity Employer*