



Accounting Specialist I - Highway

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 HIGHWAY DEPARTMENT OF JEFFERSON COUNTY

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. These responsibilities include reconstructing and resurfacing county and town highways, installing signs, and supporting other county departments in completion of special projects when needed.

WHAT YOU WILL DO

As the Accounting Specialist I at the Highway Department, you will play a pivotal role in maintaining the financial integrity of our operations. Your primary responsibility will be to provide comprehensive accounting support, ensuring accuracy and efficiency in all financial transactions and reporting processes.

SOME ESSENTIAL RESPONSIBILITIES

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

- Completes and reviews department employee payroll from timecards and based on procedures. Prepares timecards noting employee class changes.
- Reviews documents for completeness and accuracy; reviews for proper pay classification.
- Calculates and updates labor rates and pay classifications based on changes for performance, adjustments, or assignment. Tracks and records changes.
- Works with Human Resources to calculate termination pay and benefits payouts. Tracks employee's vacation, sick, overtime, and holiday pay.
- Maintains employee database for payroll purposes with hire dates, classifications, birthday, benefits, withholdings, and address changes.
- Processes paperwork for new employees and enters employee information into the payroll system.

Requirements:

- Two years related experience and/or training; or associate's degree from a college or university; or an equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Requirements:

- Three years related experience and/or training; or associate's degree from a college or university; or an equivalent combination of education and experience.

Wage & Benefits

We pay \$21.26 - \$27.34/ 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 jeffersoncountywi.gov.

Jefferson County is an Equal Opportunity Employer