



# 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 HUMAN SERVICES BEHAVIORAL HEALTH OF JEFFERSON COUNTY

Jefferson County Human Services department strives to make sure all citizens have the opportunity to access effective and comprehensive human services in an integrated and efficient manner, in order to enhance the quality of life for individuals and families living in Jefferson County. They are successful in their goals by addressing client's needs in a respectful manner and enable citizens receiving services to function as independently as possible, while acknowledging their cultural differences.

## WHAT YOU WILL DO

The department is looking for an Accounting Specialist to perform accounting tasks for Jefferson County Human Services Admin Team.

## SOME ESSENTIAL RESPONSIBILITIES

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

- Processes all fiscal responsibilities in the State's child welfare data system, including vendor payments, Medicaid eligibility, referrals to child support, client billing, and foster care Medical Assistance.
- Reviews billing and prepares payments for children's alternate care, including foster care, group homes, kinship care, and subsidized guardianships.
- Interprets and processes department time coding in the payroll and billing system to correct errors, maintain case openings and closings, and edit activity records.
- Edits, interprets, and enters time reports for outside contractors to ensure accurate billing, reporting, and cost allocations.
- Edits activity logs for the Medical Director contractors. Reviews time to ensure it is accurate and complete. Identifies internal codes to ensure it complies with County and billing requirements.
- Complies data for the Children's Long-Term Support program by identifying alternate care costs, Social Security Income, child support payments.

## Requirements:

- Associate degree with one year of experience; or an equivalent combination of education and experience.

## Preferred Requirements:

- Bachelor's degree from a college or university; or an equivalent combination of education and experience.

### Wage & Benefits

\$23.41 - \$24.76/ hour based on candidate's successful experience and qualification.

Potential to earn up to \$30.12/hour dependent on successful annual reviews.

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 \* Deferred 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](http://jeffersoncountywi.gov).

*Jefferson County is an Equal Opportunity Employer*