



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 DEPARTMENT OF JEFFERSON COUNTY

Jefferson County Human Services Department works diligently to make sure all citizens of the County can access effective and comprehensive human services in an integrated and efficient manner. The department has made it their mission to enhance the quality of life for individuals and families living in Jefferson County by addressing their 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 AS ACCOUNTING SPECIALIST II

The purpose of this position is to perform accounting and payroll tasks for Jefferson County Human Services.

SOME ESSENTIAL RESPONSIBILITIES OF THE ACCOUNTING SPECIALIST II

With great communication and attention to detail skills, you will be successful in this position by completing the below key tasks and responsibilities but not limited to the following tasks:

- Completes and ensures accuracy of payroll tasks for Human Services staff and maintains benefit balances, in compliance with federal and state regulations and within the scope of County policy. Communicates closely with staff and resolves timekeeping and accrual questions, needs and issues.
- Records and receipts all incoming cash, checks, and electronic transfers, assigns account numbers, prepares deposit reports and enters into accounting system and Accounts Receivable subsidiaries.
- Interprets, edits and processes daily activity records for billing, case openings, case closings, case transfers and monthly state reports.

Requirements:

- Associates degree and one year of experience or equivalent of education and experience.

Preferred Requirements:

- Bachelors degree with accounting or related field, or equivalent of combination of experience and education.

Wage & Benefits

\$24.12 - \$25.51/ hour based on successful experience and qualifications.

Potential to earn up to \$31.03/ hour.

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 www.jeffersoncountywisc.gov

Jefferson County is an Equal Opportunity Employer