



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 THE JEFFERSON COUNTY SHERIFF'S OFFICE

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 decision.

WHAT YOU WILL DO

The purpose of this position is to perform intermediate accounting functions for the Jefferson County Sheriff's Department.

SOME ESSENTIAL RESPONSIBILITIES

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

- Provides general office and resources support to staff.
- Coordinates accounts payable function, including processing purchase requisitions, verifying invoices, enters invoices for payment, and preparing journal entries.
- Monitors accounts receivable by processing payments received with accurate account information and submits funds to the County Treasurer.
- Prepares billings for non-county and interdepartmental customers for services rendered.
- Processes monthly reports and checks for monies collected from inmates. Reconciles and monitors all accounts that are part of the department's inmate banking system.

Requirements:

- Bachelors degree in Accounting or relative fields of study, and one year experience; or an equivalent combination of education and experience.
- Two years related experience and/or training;
- Prior experience in legal or law enforcement setting.

Preferred Requirements:

- Five years related experience and/or training; or a bachelor's degree from a college or university plus two years of experience; or equivalent combination of education and experience.

Wage & Benefits

Starting Wage of \$24.60 - \$27.43/per hour

Benefit Highlights

*Health insurance*Health insurance opt Out Plan*Dental & Vision insurance

*Life insurance*Wisconsin Retirement System*Health Savings Account*Deferred Compensation Program*

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