



Accounting Specialist III

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.

WHAT YOU WILL DO

The position exists to timely and accurately process payroll, keep payroll records, prepare and distribute payroll checks and reports, coordinate direct deposits and maintain direct deposit information, reconcile deductions to the general ledger and submit vouchers to Accounts Payable. Assists other departments with entering their own payroll, reviewing payroll entries, and reconciling totals.

SOME ESSENTIAL RESPONSIBILITIES

- Processes biweekly payroll for approximately 700 county employees, including full-time, part-time, seasonal, and elected officials.
- Reviews and verifies timesheets, leave balances, overtime, and payroll inputs to ensure accuracy and completeness.
- Calculates wages, deductions, and adjustments including benefits, retirement contributions, garnishments, and tax withholdings.
- Maintains payroll records and ensures compliance with federal, state, and local payroll regulations, including FLSA, IRS, ACA, and Wisconsin Retirement System reporting requirements.
- Coordinates with Human Resources on new hires, terminations, pay changes, benefits deductions, and payroll-related policies.

Requirements:

- Three years related experience and/or training; or an Associate's degree plus one year of experience; or an equivalent combination of education and experience.
- High school diploma or equivalent required.
- Degree or coursework in Accounting, Business, Finance, or Math.

Preferred Requirements:

- Bachelor's degree and/or an equivalent combination of education and experience.
- Degree in Accounting, Business, Finance, or Math.

Wage & Benefits

Wage starts at \$26.91 - \$29.98/ per hour depending on qualifications with the ability to earn up to \$36.20 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 Culture

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at

www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer