



Accounting Assistant II **Part-Time (19 hours or less per week)**

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. The Human Services department also stands by that no one will be denied access to services due to inability to pay; and there is a discounted/sliding fee schedule available, so all clients receive the help they need.

The Human Services Administrative Services team is currently hiring an Accounting Assistant II to perform accounting and information maintenance tasks for the department. As an organized and efficient individual, you will be successful in this role by completing the below key tasks and responsibilities, with a high attention detail:

- Reviews invoices, with assistance of Accounting Supervisor, for appropriate documentation and approvals prior to payment. Enters invoices into data base, scans back-up documentation, and generates necessary reports for Human Services Board.
- Codes and scans back-up documentation related to charges on the monthly credit card statements, identifies and records credit card payments for Children's Long-Term Services (CLTS) and Children Community Options Program (CCOP) billing.
- Bills the Third Party Administrator (TPS) for CLTS credit card purchases and CLTS foster care payments. Enters all CCOP data into Human Services Reports System (HSRS) and reconciles to the general ledger.
- Maintains stat HSRS system, adding new clients when necessary. This ensures accurate CCOP reimbursement during annual year-end reconciliation.
- Variety of other tasks provided on the posted job description.

Starting wage: \$16.73/hour; 19 hours or less per week

Qualifications Needed:

- Associate's degree in Finance, Accounting, or related field with one-year experience; or an equivalent combination of education and experience

Qualifications Preferred:

- Associate's degree with two to three years related experience, preferred.

Applications will be accepted until position is no longer posted, however, initial screening of applications will begin **October 15th, 2021**

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer