

**MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION**

Position Title: Accountant/Operations Support	Department: Human Services	Division/Section: Finance
Classification: Full-Time, Salaried, Exempt	Salary: \$21.00-\$25.00/hr. (\$43,680-\$52,000)	Supervisor: Fiscal Manager
Supervision Exercised: None	Posting Date:	Deadline Date to Apply: 06/1/2026
Benefits: Wisconsin Retirement System pension; deferred compensation plan; health, vision, and dental insurance; flexible spending account; short- and long-term disability; life insurance; 15 paid holidays; and opportunity to begin earning personal time at time of hire (208 hours in 1 st year).		
Position Summary: This position is responsible for helping the Fiscal Manager direct and coordinate accounting practices of Human Services including but not limited to: Review and analysis of financial reports, reconciliations, projections, budget development and analysis, ensuing audit compliance, and reporting to internal and external agencies/department, along with providing complex levels of accounting, bookkeeping for multiple programs and funding sources; along with providing Operations Support which includes a variety of clerical/supportive duties for the agency.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides back-up coverage and professional support to the Human Services Fiscal Manager in matters concerning fiscal operations of the County Human Services.
- Helps compile and complete fiscal entries, journal entries, reconciliations, approve and process bills for payment, balance accounts, analyze, code and reconcile receivables, and ensure proper backup documentation is maintained and prepare assorted financial reports.
- Assist with audit entries; processing payroll and/or verifying its accuracy; helps with billings; provides orderly, accurate and centralized records; consult with auditors as needed; assist in preparing findings and corrective action.
- Assists with collecting necessary data from multiple sources and provide for accurate centralized records for reporting, billing and retention purposes.
- Assist in monitoring and maintaining Human Services financial accounting software packages and processes for accurate billing/financial accounting.
- Performs office and clerical duties in an effort to support Human Services Operations Support.
- Respects, understands, maintains, and abides by all confidentiality laws, internal policy and procedures, manuals, administrative codes, and state/federal laws.
- Help the Fiscal Manager, and auditors develop and implement corrective action plans and policies to ensure audit compliance.
- Contribute to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.
- Assist with appointment scheduling for all facets of services within the agency, including gathering, copying financial, insurance, or 3rd party information and other required demographic data for programs.
- Functions as an Operations Support Lead by acting as back up to Operations Support Staff ensuring all office activities, business transactions and other matters are functioning as needed to provide efficient, accurate, concise information and/or services to the agency, public and customers.
- Distributes Protective Payee Client's Benefits; takes requests from specified clients (monitor accounts, update budgets/forms to meet annual review, process checks for payouts, keep guardians updated on status of accounts).
- Assist with data entry for Program Participation System, TCM, Human Service Reporting System, Laserfiche, and Virtel.
- Maintain inventory for the building such as tag numbers, description, contacts database, and employee list.
- Open the agency in the morning on a rotation basis
- Other duties as assigned

Menominee County

Accountant/Operations Support

Date 8/28/2025

MINIMUM QUALIFICATIONS:

- A minimum of an Associate Degree in Accounting, Finance, Business Administration (with an emphasis in accounting) or a closely related field, supplemented by two or more years of recent (e.g. within the past 5 years) experience working in an accounting or finance department while performing various accounting functions.
- In lieu of a degree, a minimum of 5 years of recent experience in accounting or finance may be considered.
- Must be proficient in MS Word and Excel.
- Available to work unscheduled hours to attend County Board and committee meetings.
- Possession of a valid Wisconsin Driver's license, access to an insured vehicle, and ability to provide continual verification of meeting such requirement.
- Must submit to and pass a thorough criminal background check.
- Must submit to a pre-employee drug test.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Ability to perform a full scope of word processing functions independently with high degree of accuracy and speed
- Ability to concentrate on details to ensure accuracy and to utilize appropriate and sensitive discretion in dealing with confidential or sensitive materials, communications, and situations
- Excellent time management skills and attention to detail, and multitasking abilities
- Excellent interpersonal/ customer service skills, ability to work with others and to work effectively and collaboratively with a diverse array of professional disciplines and personalities, maintaining a high level of professionalism at all times
- Ability to cope with time-pressured deadlines and to successfully adapt to changes
- Knowledge of and skill in office terminology, practices, procedures, confidentiality, security, and equipment

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Current resume;
- Copy of college transcripts (official "stamped" copies due before the start date if offered the position);
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.