

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

Position Title: Accountant	Department: Finance	Division/Section: Not Applicable
Classification: Full-Time; Exempt	Salary: \$21.00 to \$24.00 per hour (\$43,680 to \$49,920 per year)	Supervisor: Finance Director
Supervision Exercised: None	Posting Date: 09/19/2022	Deadline Date to Apply: 09/30/2022
Position Summary: This position is responsible for helping the Finance Director direct and coordinate accounting practices of the County including, but not limited to, review and analysis of financial reports, reconciliations, projections, budgets development and analysis, ensuring audit compliance, and reporting to internal and external agencies/department, along with providing complex levels of accounting and bookkeeping for multiple programs and funding sources for the Human Services and Highway Department.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides back-up coverage and professional support to the Finance Director in matters concerning fiscal operations of the County.
- 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.
- Assists 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 the Highway Department and the Human Services Department with fiscal operations.
 - Collect necessary data from multiple sources and provide for accurate centralized records for reporting, billing, and retention purposes.
- Assist in monitoring and maintaining the County and Town's financial accounting software packages.
- Respects, understands, maintains, and abides by all confidentiality laws, internal policy and procedures, manuals, administrative codes, and state/federal laws.
- Helps the Finance Director, Administrative Coordinator, Department Heads, and auditors develop and implement corrective action plans and policies to ensure audit compliance.
- Contributes to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

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.
- Must be proficient in MS Word and Excel.
- Available to work unscheduled hours to attend County/Town 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.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

- Language Skills. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write moderate correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the department and on occasion County Boards.
- Reasoning Ability. Ability to apply common sense understanding to carry out detailed but uninvolved written or verbal instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Certificates, Licenses, Recognitions. Possess and maintain a valid Wisconsin Driver's License.
- Physical Demands. Office conditions may at times be stressful due to deadlines and changes to reporting agencies and/or standards. Primarily a sedentary position, but includes sitting, standing, walking, climbing stairs, bending, stooping, and minimal lifting.
- Work Environment. Office setting occasionally exposed to moderate or loud noises.
- Person Characteristics. Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings and ideas; a willingness to give and sustain help; dependable, reliable, flexible, have integrity, insight, imagination, and creativity.
- Other. This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment.

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); Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of college transcripts (official "stamped" copies due prior to start date if offered the position);
- Copy of valid Wisconsin Driver's license.

Applicants selected for an interview will be required to take a pre-employment accounting test at the time of interview.

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.