

Financial Manager

Florence County Human Services



Description of Duties

The Financial Manager will provide a variety of bookkeeping, accounting, and computer application tasks. Position is responsible for all aspects of accounting and financial reporting for the Human Services Department, including budget preparation and monitoring, monthly reimbursement reporting, billing and collections, monthly A/R and A/P, and annual closeout of State/County contracts and financial reports. This position ensures that Department financial policies and records are in accordance with Florence County, State, and Federal requirements.

This position will also act as the local Housing Coordinator for historical Housing loan programs.

Position also operates as a resource specialist by becoming knowledgeable of available assistance and connecting customers appropriately with program contacts and other available resources.

DEADLINE

Applications will be accepted until position is filled

Questions about the position can be directed to Ann Price at 715.528.3470 or email annprice@florencecountywi.gov

Florence is an Equal Opportunity Employer

Visit www.florencecountywi.com for more information and a County application.

Requirements

- Bachelor or Associate Degree in Accounting, Finance, or Business with an emphasis in accounting is preferred.
- At least three years of accounting experience is required with preference given to those with government or fund accounting experience.
- Other equivalent experience and/or training in the human services or accounting field may be considered
- Considerable knowledge of Excel spreadsheets formulas
- Basic understanding of Generally Accepted Accounting Principles (GAAP)
- Must be able to adapt to frequent program and policy change
- Ability to work effectively with the public and various target groups
- Must possess the ability to work independently, problem solve, be a self-starter, and demonstrate the ability to handle responsibility.

Employment Benefits

- This position is full-time, 40-Hour Work Week
- Ability to work a 4-day work week
- Annual Pay Range starting at \$43,680/year (Based on Qualifications)
- Health, Vision, Dental, Life Insurance
- Health Savings Account (H.S.A.) Contributions
- Wisconsin Retirement System (Pension)
- Wisconsin Deferred Compensation Program
- Paid Time Off

APPLY!

To apply for this position, please submit a County employment application, resume, and three professional references to:
Florence County Clerk's Office
RE: HSD Financial Manager
PO Box 410, Florence, WI 54121
OR apply by email to: dtrudell@florencecountywi.gov