

# Accounting Assistant

## Florence County Human Services



### Description of Duties

The Accounting Assistant will provide a variety of accounting and computer application tasks. The position will assist with the Department reporting systems through data collection, entry, and summarization. Furthermore, this position will act as the Fiscal Agent, providing payroll services to various Department programs.

The Accounting Assistant will perform monthly, quarterly, and annual accounting transactions, as assigned, in an effort to meet the requirements of all State/County Contract reporting requirements.

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

This position will provide the following essential functions (not to be construed as all-inclusive):

- Prepare provider payroll and calculate required IRS, Department of Workforce Development and Department of Revenue payments.
- Prepare and perform daily, monthly, and annual journal entries, A/R receipts, A/P, reconciliations, manage Department Tax Intercept Program (TRIP), review monthly claims, and submit service claims as authorized, etc.
- Operate as a resource specialist by providing customers information and other resources to maximize self-sufficiency.

### DEADLINE

Applications will be accepted until  
3:00p.m. on  
FRIDAY, DECEMBER 3, 2021.

Questions about the position can  
be directed to Jen Steber at  
715.528.3470 or email  
[jsteber@co.florence.wi.us](mailto:jsteber@co.florence.wi.us)

Florence is an Equal Opportunity  
Employer

Visit [www.florencecountywi.com](http://www.florencecountywi.com)  
for more information and a  
County application.

*Position will remain open  
until filled.*

### APPLY!

### Requirements

- Associate degree in Accounting and/or at least two years of experience in a human services or other governmental accounting position is preferred.
- At least one year of accounting experience is required.
- Considerable knowledge of Excel spreadsheets
- 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.
  
- Testing may be conducted prior to being selected for an interview.

### Employment Benefits

- This position is full-time, 35-Hour Work Week
- Ability to work a 4-day work week
- Position Pay Range: \$18.00/Hour/Minimum (Based on Qualifications)
- Health, Vision, Dental, Life Insurance
- Health Savings Account (H.S.A.) Contributions
- Wisconsin Retirement System
- Wisconsin Deferred Compensation Program

To apply for this position, please submit a County employment application, resume, and three professional references to:

Florence County Clerk's Office

RE: HSD Accounting Assistant

PO Box 410, Florence, WI 54121

OR apply by email to: [dtrudell@co.florence.wi.us](mailto:dtrudell@co.florence.wi.us)