

## Florence County Job Description

**Position Title:** Accounting Assistant  
**Department:** Human Services  
**Reports To:** Human Services Director  
**FLSA Status:** Full-Time (35 hours per week)/Non-Exempt  
**Salary Range:** \$18.00/Reference Rate (2021)  
**Salary Grade/Level:** 9

**Position Summary:** Provides a variety of bookkeeping, accounting, and computer application tasks. Position will assist with the Department's bookkeeping and State reporting systems and for monthly reporting for certain program areas. Additional duties include filing, data entry, and other clerical functions. Acts as the Fiscal Agent to the various Department programs, and performs other monthly, quarterly and annual accounting transactions as assigned by the Director to meet the requirements of all State/County Contracts. Acts as the Program Coordinator for the historical Housing Program(s).

### Essential Functions:

- Provide day to day administrative support to HSD staff including, customer service, data entry, and other clerical-type duties.
- Prepare the Community Services programs provider payroll using QuickBooks; verify provider timesheets and invoices are allowable and within the service plan limits and approve for payment.
- Calculate and prepare monthly, quarterly and annual payroll tax and unemployment compensation payments and reports required locally, by the IRS, the Department of Workforce Development and the Department of Revenue.
- Prepare State/Federal year-end W2 and W3 statements.
- Prepare and Perform monthly and annual journal entries; prepare A/R receipts, deposit revenues and reconcile accounts as assigned.
- Prepare and distribute accounts payable vouchers and expense checks.
- Document all Community Services costs by client and enter as required for prompt reimbursement.
- Document all Children's Long Term Support (CLTS) costs by client and provider.
- Prepare monthly CLTS Third Party Administration claims and submit to WPS for prompt reimbursement and reconcile upon receipt of payment.
- Prepare, submit, and reconcile monthly Birth to Three/Medical Assistance claims.
- Prepare and monitor annual Purchase of Service contracts and obtain required documentation.
- Maintain and perform background check information on all Department providers as required.
- Invoice clients for treatment costs incurred by Florence County Human Services Department, send monthly statements and monitor for 90-day default in payments.
- Maintain the Department's TRIP (tax intercept) program.
- Prepare default notices advising clients of the possibility of an income tax refund interception. Certify debts with the State of Wisconsin Tax Refund Intercept Program when necessary. Manage outstanding debts and refunds received.
- Manage outstanding Housing loans via a computer-based system; prepare monthly and annual Housing journal entries/financial reports; prepare and distribute CDBG Housing checks.
- Accept Housing applications, obtain required documentation, coordinate inspections and other required meetings or information for eligible applicants (if applicable).
- Schedule, attend, prepare and present information at quarterly Housing Meetings.
- Develop Housing agendas for review and approval of Director and Committee Chair.
- Perform data entry into HSRS, PPS, Skyward, and other State required systems.
- Assist HSD staff in the elimination of manual processes within the Department through the creation of computerized systems.

## **Florence County Job Description**

- Operate as a Resource Specialist by becoming knowledgeable of available assistance and connecting customers appropriately with program contacts and other available resources.
- Assist with Intoxicated Driver Program assessments through scheduling.
- Assist and schedule appropriate interagency and program meetings.
- Obtain, open, distribute, and drop-off daily agency mail.
- Other duties as assigned.

### **Supervisory Requirements:**

- N/A

### **Education:**

- Associate degree in Accounting or Administrative Assistant and experience in a human services or other governmental accounting position is preferred.
- One year of accounting experience is required. Equivalent experience and/or training in the human services or accounting field may be considered.

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Basic understanding of Generally Accepted Accounting Principles (GAAP)
- QuickBooks experience preferred to perform necessary fiscal agent tasks related to Community Services payroll
- Considerable knowledge of various software including Excel spreadsheets, accounting software, word-processing and email.
- Basic understanding of allowable costs as outlined in various program manuals.
- Ability to deal effectively with the public, cooperate with related agencies and organizations and clearly interpret and apply policies and directives of the Director, the Board, and State.
- Ability to identify inefficiencies and work toward efficiencies through the use of automated processes.
- Ability to effectively handle responsibility, take initiative, and adapt well to frequent change.
- Ability to maintain confidentiality, handle conflict, and direct clients appropriately.
- Self-starter, have the ability to work independently, and effectively handle responsibility.
- Possess excellent verbal and written communication skills in order to relate with a wide variety of individuals.
- Possess excellent organizational and time management skills
- Ability to problem solve and identify resources (internal and external) available for assistance.
- Ability to travel to in-state trainings as required.
- Ability to obtain necessary knowledge and skills related to County, State, and other policies and procedures to perform position effectively
- Must possess a valid Wisconsin driver's license and have access to a reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

### **Physical Requirements:**

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### **Residency Requirement:**

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### **Work Environment:**

- Office environment. Minimal noise level.

## Florence County Job Description

### Employee Acknowledgement:

I acknowledge that I have received a copy of the Accounting Assistant job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

---

Signature

---

Date

---

Printed Name

Approved HSD Board: 11/03/2021

Approved Personnel: 11/04/2021