

Florence County, Wisconsin

Payroll Clerk/Accounting Assistant

The County of Florence, Wisconsin invites applications for the position of Payroll Clerk/Accounting Assistant.

About the Position: Reporting to the Finance Manager/County Clerk, this position will handle a variety of accounting responsibilities including the processing and related reporting for all County payrolls. Other areas will include assisting with period-end closing procedures, the year-end audit, and the annual budget process. A full job description is available at the County's website <http://www.florencecountywi.com> or by contacting the County Clerk's office.

Education & Experience requirements: An associate's degree in accounting preferred or equivalent experience; previous payroll experience preferred

Compensation information:

FLSA Status: Full Time (35 hours per week)/Non-Exempt, Monday – Friday
Reference Rate: \$19.00 an hour (minimum)
Fringe Benefits: Include participation in Wisconsin Retirement System, paid time-off benefits, and group insurance (medical, dental, vision, life, disability)

The Florence County Employment Application form is required and can be downloaded at the County's website or by contacting the County Clerk's office. In addition, a cover letter and resume is strongly encouraged and should include salary history and requirements. Application will be accepted **until the position is filled**. Your application and resume can be submitted to the County Clerk by email to dtrudell@florencecountywi.gov, regular mail, or by delivery to the Clerk's office at 501 Lake Avenue, Suite 241.

Florence County Clerk/Administrative Coordinator
P.O. Box 410
Florence, WI 54121

Florence County is an equal opportunity employer and has a Wisconsin Residency requirement.