



## RUSK COUNTY JOB POSITION/DESCRIPTION

POSTION: Finance Accountant I Score: 392.5

### **General Summary:**

The Rusk County Finance Department is responsible for auditing and maintaining a balanced set of books according to GAAP (Generally Accepted Accounting Principles) and the State of Wisconsin Department of Revenue guidelines.

#### I. SKILL

##### **Knowledge:** (Level 3)

This position requires knowledge of a general or technical field such as accounting, computer operations, advanced word processing or data base applications. This would be equivalent to two years of college or an associate degree.

- Ability to collect, analyze and interpret data from multiple sources.
- Ability to follow existing procedures and instructions as well as learn new procedures.
- Ability to type/keyboard at least 55 words a minute.
- Ability to proofread for spelling, grammar, math, and content errors.
- Knowledge of computers and software programs is essential, including spreadsheets, word processing, and accounting software.
- Ability to maintain confidentiality.

##### **Experience:** (Level 3)

Two to three years.

#### II. RESPONSIBILITY

##### **Supervision:** (Level 1)

Individual Contributor – Responsible primarily for own work assignments. May provide training or assistance to others.

##### **Administrative:** (Level 1)

Administrative responsibilities are uncomplicated and routine

##### **Customer Relations:** (Level 3)

Customer/public relations involve the explanation of complex program or organizational requirements, rules, guidelines, etc.

- Assists with auditing and preparation of monthly bank reconciliations as needed.
- Assists with County budget preparation.
- Assists in preparation for County's independent audit.
- Reports to the Administrative Coordinator relating to the non-accounting functions of payroll.

**Government Relations:** (Level 2)

The position works with other governmental agencies/officials in carrying out their prescribed activities or requirements. They may be the primary resource/contact person for outside agencies/entities for clarifying and interpreting rules and the impact of law changes.

**Safety of Others:** (Level 1)

This position is responsible for own safety.

**Complexity of Duties:** (Level 3)

Duties are of a somewhat diversified nature involving a variety of applications where the employee is responsible for choice of action within prescribed limits or precedents.

- Audits, compiles, and reviews all employee timecards for accuracy before processing.
- Enters personnel information into County payroll system upon receipt of Personnel Change Notices approved by the Personnel Committee.
- Meets with new employees to obtain demographic information and explain employee benefits.
- Prepares and files monthly, quarterly and annual reports related to payroll and benefits.
- Prepares transmittals for payroll deductions.
- Tracks leave balances to reconcile with County departments.
- Tracks rolling hours and enrollment requirements for Wisconsin Retirement.
- Keeps informed about changes in State and Federal laws and regulations.
- Assists with classifying and auditing receipts and invoices in proper funds, banks, and accounts according to GAAP and Wisconsin guidelines.
- Prepares and/or records authorized adjustments to accounts by journal entry.
- Assists with accounts receivable collections as needed.
- Other duties as assigned.

III. WORKING CONDITIONS

**Environmental:** (Level 1)

Usual office working conditions – comfortable work environment.

Valid Wisconsin driver's license and an available automobile.

**Physical Demand:** (Level 1)

The job entails minimal physical demands, typically found in an office environment. Some lifting, moving, bending, twisting, etc. is required.