



## **Administrative Assistant II (Fiscal)**

The Grant County **Health Department** is recruiting for an Administrative Assistant II (Fiscal). This position addresses fiscal activities associated with all programs of the Grant County Health Department, including general administrative and human resources duties, payroll, accounts receivable, accounts payable, grant billing, cash deposits, mail distribution, and financial reporting. The position must perform diverse clerical, computer and electronic bookkeeping duties requiring considerable attention to detail and accuracy.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

1. Associate Degree (or higher) in Accounting or a related field
2. Formal training in accounts receivable, accounts payable, electronic bookkeeping, payroll, financial reports, and billing
3. Training in Electronic Medical Records (EMRs), Home Health, and / or Hospice software programming

#### **Experience:**

1. Two years' recent experience in electronic bookkeeping and payroll
2. Two years' experience in Electronic Medical Records (EMRs), Home Health, and / or Hospice software programming

**How to Apply:** A [Grant County application for employment](http://www.co.grant.wi.gov) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Human Resources (608)723-2540. **Letter of interest, resume, and Grant County Application will be accepted until position is filled at:**

**Grant County Human Resources**  
111 S. Jefferson St. - PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



**@GrantCountyEmploymentOpportunities**

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Administrative Assistant II (Fiscal)

**DEPARTMENT/ AGENCY:** Health Department

**IMMEDIATE SUPERVISORS:** Director / Health Officer / Assistant Director

**PAY RANGE:** Grade F

**FLSA:** Non-Exempt

### **NATURE OF WORK**

This position addresses fiscal activities associated with all programs of the Grant County Health Department, including but not limited to general administrative and human resources duties, payroll, Accounts Receivable, Accounts Payable, grant billing, cash deposits, mail distribution, and financial reporting. The position must perform diverse clerical, computer and electronic bookkeeping duties requiring considerable attention to detail and accuracy.

### **MINIMUM QUALIFICATIONS**

#### Education:

4. Associate Degree (or higher) in Accounting or a related field
5. Formal training in accounts receivable, accounts payable, electronic bookkeeping, payroll, financial reports, billing, and secretarial work
6. Training in Electronic Medical Records (EMRs), Home Health, and / or Hospice software programming

#### Experience:

3. Two years' recent experience in electronic bookkeeping, payroll, and secretarial work
4. Two years' experience in Electronic Medical Records (EMRs), Home Health, and / or Hospice software programming

#### Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Knowledge of accounts receivable / ledger, payroll, financial reports, and billing
2. Strong working knowledge of Microsoft Office software including Excel
3. Knowledge of medical terminology helpful
4. Knowledge of payroll calculations and accounting applications preferred
5. Ability to concentrate and perform tasks while being interrupted frequently
6. Ability to work effectively and harmoniously with others required
7. Must have strong attention to detail

### **ESSENTIAL FUNCTIONS**

- General Administrative Duties
  - Answer phone and greet visitors
  - Schedule vaccines in Microsoft Outlook
  - Provide paperwork for vaccines, radon and water testing kits, etc.
  - Provide assistance with Loan Closet equipment

- Assist with department mailings including standard, certified, parcel, and courier – FedEx, UPS, USPS Express
- Enter and retrieve computer data in databases and software systems
- Perform other duties as assigned
- Payroll
  - Input time sheets in EMR
  - Run payroll reports and queries
  - Process payroll including making any necessary adjustments in software programs (biweekly)
  - Calculate term payouts for benefit employees and input time into EMR
  - Record compensation time, vacation, and sick leave, etc. for staff (biweekly)
- Board of Health
  - Compile agenda, minutes, monthly financial reports, and vouchers
  - Mail all handouts to members
- Accounts Payable
  - Oversee all payments of program invoices – Obtain, assign, prepare, and process invoices for vouchers and enter expenses in ledger
  - Prepare credit card statement (monthly)
  - Enter data into the County's financial software system and submit to Finance
  - Negotiate with vendors on purchases and resolves any invoicing errors
  - Balance expense accounts monthly for all agency programs
- Accounts Receivable
  - Deposit with the County Treasurer all agency checks and currency as they are received and enters revenue in ledger
  - Balance revenue accounts monthly for all agency programs
  - Calculate Loan Closet taxes quarterly and submit to Finance
  - Enter data into the County's financial software system
  - Bill Loan Closet DME (monthly)
- Grant Billing
  - Prepare and submit monthly GEARS reports to the State
  - Assist with monthly / annual preparation and reconciliation of department budget and grants
  - Run expenditure reports monthly
  - Maintain grant contracts and budget information
  - Attend meetings as requested
- Human Resources
  - Prepare and assist in the completion of new employee paperwork
  - Maintain employee files
  - Complete background checks for staff
  - Track paid and unpaid time off including sick leave, vacation, compensatory time, FMLA, and Worker's Compensation, etc.
  - Oversight of agency personnel system and related areas including ensuring that all employees are given appropriate wage steps in accordance with county policies
  - Update employee's payroll / change notice forms as needed
- Other Essential Functions

- Order medical, office, and state supplies – water test kits, radon, etc.
- Complete certifications / trainings required for programs
- Complete financial portion of licensure, Medicare Cost Report, and County Board report, etc. (annually)
- Coordinate reservations for workshops / seminars for all staff
- Assist with patient referrals including checking for eligibility
- Schedule equipment maintenance – Audiometers, Copier and Postage Machine
- Tracks capital and custodial assets for department

**SUPERVISION RECEIVED**

Works under the direction of the Director / Health Officer and Assistant Director of the Grant County Health Department or their designee

**SUPERVISION EXERCISED**

None

**ENVIRONMENTAL FACTORS**

Office setting; may involve shipping of biological specimens

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 06/07/2023