



Accounting Assistant (Grant County Finance Department)

The Grant County **Finance Department** is recruiting for an Accounting Assistant. This position performs a variety of accounting duties requiring significant attention to detail and accuracy.

Minimum Qualifications

Education:

- Associate Degree in Accounting

Experience:

1. Two years experience in bookkeeping or accounting work with a preference for governmental accounting experience
2. Experience creating and updating Excel spreadsheets

Note: Equivalent combinations of education and/or experience may be considered

How to Apply: A [Grant County application for employment](https://www.co.grant.wi.gov) and job description may be obtained at 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.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Accounting Assistant

DEPARTMENT/ AGENCY: Finance

IMMEDIATE SUPERVISOR: Finance Director

PAY GRADE: F

FLSA: Non-Exempt

NATURE OF WORK

This position performs a variety of accounting duties requiring significant attention to detail and accuracy.

MINIMUM QUALIFICATIONS

Education:

- Associate Degree in Accounting

Experience:

3. Two years experience in bookkeeping or accounting work with a preference for governmental accounting experience
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Knowledge, Skills and Abilities:

1. Knowledge of accounting principles, methods and practices
2. Familiarity with office/business practices and standard office equipment
3. Skill in performing complex mathematical computations and ability to recognize errors
4. Ability to follow oral and written instructions
5. Ability to comprehend and utilize computerized accounting software
6. Ability to maintain accurate records
7. Ability to communicate effectively with the general public and work effectively and harmoniously with others
8. Analytical and organizational skills

ESSENTIAL FUNCTIONS

Under general supervision

1. Prepare journal entries
2. Generate financial reports from County's financial software
3. Calculate and prepare reimbursement claims
4. Reconcile general ledger accounts
5. Accurately code and prepare vendor invoices and expense reports for payment in compliance with County policy
6. Maintain invoice files
7. Invoice and reconcile retiree insurance accounts
8. Ensure W-9 forms are obtained for vendors
9. Track tax certificates and interest and reconcile to Treasurer's balance

10. Assist in preparing schedules for the annual audit and cost allocation plan
11. Prepare and maintain other spreadsheets as assigned
12. Enter and prepare payroll hours for processing in compliance with County policy, as assigned
13. Perform such other duties as may be assigned

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to prescribed methods and procedures

SUPERVISION EXERCISED

May supervise limited term employees or student workers

ENVIRONMENTAL FACTORS

Works in general office setting; dexterity in moving, picking up objects and operating office equipment is required

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.

11/21/2019