

**MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION**

Position Title: Bookkeeper	Department: Finance	Division/Section: Not Applicable
Classification: Full-Time; Non-Exempt	Salary: Up to \$15.57 per hour	Supervisor: Finance Director
Supervision Exercised: None	Posting Date: Wednesday, August 8, 2017	Deadline Date to Apply: Friday, August 25, 2017
Position Summary: This position is responsible for helping the Finance Director with various bookkeeping activities, such as; General Journal entries, account reconciliations, data entry, vendor maintenance, data review and preparing reports for internal and external agencies/department.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Helps compile and complete fiscal entries, journal entries, reconciliations, approve and process bills for payment, balance accounts, analyze, code and reconcile receivables, and ensure proper backup documentation and prepare reports.
- Assists with audit entries; assists with processing payroll and/or verifying its accuracy; provides orderly, accurate and centralized records.
- Shadows and assists the Highway Department Office Manager and the Human Services Department fiscal staff, and Payroll Administrator at a minimum of once each month.
- Assist in the preparation and presentation of reports regarding fiscal operations, services, expenditures and revenues as needed.
- Respects, understands, maintains, and abides by all confidentiality laws, internal policy and procedures, manuals, administrative codes, and state/federal laws.
- Helps the Finance Director, Administrative Coordinator, Department Heads, and auditors develop and implement corrective action plans and policies to ensure audit compliance.
- Contributes to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

MINIMUM QUALIFICATIONS:

- A minimum of an Associate Degree in Accounting, Finance, Business Administration (with an emphasis in accounting) or a closely related field, supplemented by two or more years of recent (e.g. within the past 5 years) experience working in an accounting or finance department while performing various accounting functions.
- Must be proficient in MS Word and Excel.
- Availability to work unscheduled hours to attend County/Town Board and committee meetings.
- Possession of a valid Wisconsin Driver's license, access to an insured vehicle, and ability to provide continual verification of meeting such requirement.
- Must possess and maintain a home/personal telephone.
- Proof of any education, training or experience and references will be requested.
- Must be bondable.
- Must submit to a thorough criminal background check and not have been convicted of or pled no contest to a misdemeanor or felony involving fraud, theft, embezzling, receiving stolen property, public corruption, or a related violation within the past seven years.
- Must submit to a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES: Knowledge of the principles and practices of business administration, and GAAP (Generally Accepted Accounting Principles) including budgeting, journaling, and fund accounting. Ability to apply and interpret Federal, state and local rules, directives and policies. Ability to establish and maintain effective contacts, communication and working relationships and apply professional communication skills effectively orally and in writing

and write reports, correspondence. Ability to organize, work independently, carry out assignments, manage a number of tasks concurrently, and perform work accurately and efficiently. Ability to cope with time-pressured deadlines and to successfully adapt to changes. Ability to concentrate on details, ensure accuracy and to apply sound recordkeeping skills. Ability to make mathematical computations in all units of measure, as well as ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Skill in modern office practices, procedures, security. Knowledge of business English, spelling, and composition.

PHYSICAL DEMANDS: Ability to perform most work encountered in a normal office setting, with no physical limitations that would impair mobility or restrict ability to lift and carry a minimum of 10/20 pounds and occasionally lift and/or move up to 25 pounds; sit down/get up; stoop; frequently climb flights of stairs; sit for a number of consecutive hours; concentrate on precise and critical information. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as use of data entry keyboard, calculator, telephone, photocopier, and driving a vehicle.

MENTAL DEMANDS: Must be able to analyze many variables and choose the most effective course of action for the County/Town at any given point in time. Must make effective decisions. Personal maturity is an important attribute. Must relate and interact with people at all levels. Must be culturally sensitive. Stressful factors include the on-going intensity of critical information, performing detail reports, pressure of meeting deadlines, involvement with consumers, the public, personnel and governmental agencies, a varied schedule, travel, and travel in inclement weather.

PERSONAL CHARACTERISTICS: Appearance should be pleasing, poised, and well groomed; attitudes toward people should demonstrate warmth of personality, patience, respect, sensitivity to feelings and ideas; a willingness to give and sustain help; dependable, reliable, flexible, have integrity, insight, imagination, and creativity.

OTHER: This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment.

APPLICATION PROCESS:

A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of college transcripts;
- Copy of valid Wisconsin Driver's license.

Please submit all required information to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. You may also email your information to lonat@co.menominee.wi.us, or mail to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

- *Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*