



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Accountant  
**LOCATION:** Finance  
**HIRING RANGE:** \$57,218 - \$63,575/Yr.  
**STATUS:** Full time  
**HOURS PER WEEK:** 40  
**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *July 2021*

**POSITION TITLE:** Accountant  
**DEPARTMENT:** Finance  
**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Performs various accounting functions of the county including accounts receivable, accounts payable, and general ledger.

### **ESSENTIAL FUNCTIONS:**

1. Assists the Assistant Finance Director in preparing the Comprehensive Annual Financial Report (CAFR) and completing the annual audit.
2. Maintains the Accounts Payable and Accounts Receivable subsidiary ledgers to ensure they are in balance with the General Ledger control accounts. Reconciles all balance sheet accounts on a monthly basis.
3. Reviews all vouchers and receipts for proper account classification and checks to see that County policies are being followed by other departments.

**ADDITIONAL ESSENTIAL DUTIES:**

1. Prepares all bank reconciliations for the County.
2. Prepares all necessary reports associated with accounts receivable write-offs and unclaimed property.
3. Researches and resolves any discrepancies in account balances.
4. Reviews pro-card logs of all departments submitting them and makes sure that expenses are appropriate. Notifies the Assistant Finance Director of any questionable items.
5. Plays a significant role in preparing schedules and files for the annual audit.
6. Performs other related duties as may be assigned.

**WORK RELATIONSHIPS:**

1. Reports to Assistant Finance Director.
2. Works with all Finance Department staff, all department heads, and department accounting personnel.

**REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree in Business Administration.
2. Two or more years' experience in governmental general accounting.
3. A combination of education, training, and experience sufficient to demonstrate the skills necessary to perform the duties of the position may be considered in place of specific degree or experience requirements.
4. Current valid Wisconsin driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of principles and procedures of governmental accounting and budgeting.
2. Ability to apply established principles, theories, techniques and methodology to a variety of financial matters.
3. A demonstrated understanding of the payables, general ledger, receivables and collections functions.
4. Ability to establish and maintain effective working relationships with others.
5. Strong written and verbal communication skills including listening skills.
6. Computer skills including facility with Microsoft Office and Outlook applications and ability to learn and use governmental accounting software.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations and off-site training locations.