



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Financial Associate II

LOCATION: Finance

HIRING RANGE: \$19.24-\$21.38/Hr.

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](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

January 2022

POSITION TITLE: Financial Associate II

DEPARTMENT: Finance

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs the accounts payable functions of all outside departments. Verifies that payments are in accordance with purchasing rules.

ESSENTIAL FUNCTIONS:

1. Reviews invoices for department approval and purchase order requirements. Enters invoices into financial software and scans in all invoices and documentation.
2. Processes regular weekly check run, along with other intermittent check runs as needed. Distributes reports to the Treasurer's office to reconcile the check run payment register to reports submitted to the bank.
3. Provides assistance to vendors and outside department staff with questions pertaining to accounts payable issues.

ADDITIONAL ESSENTIAL DUTIES:

1. Maintains vendor records by adding new vendors, updating existing vendors, and processing 1099 information for all vendors.
2. Provides accounts receivable functions for the county. Enters general billing invoices, processes department general billing invoice batches, and printing of invoices and statements to be mailed to customers. Runs aging reports monthly to follow up on past due invoices. Submits past due invoices to Corporation Counsel for court ordered fees or the collection agency for non-court ordered fees.
3. Processes journal entries into financial software that will post to the general ledger.
4. Processes purchase card statements by scanning in transaction records to each transaction.
5. Attends public bid openings with the Purchasing Agent and records bid information. Acts as a back-up for preparing request for quotes, bids, and proposals. Uploads files of all quotes, bids and proposals into the PC/Inquiry system.
6. Collects, opens, and distributes the incoming mail from the mail room daily.
7. Collects and maintains a list of reimbursable invoices for court cases for mental commitments that are reimbursed as a special charge for charitable and penal purposes. Prepares the cost of proceedings forms for each case to submit with copies of invoices requesting reimbursement for. Submits to the State of Wisconsin by July 1 of every year.
8. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Assistant Finance Director.
2. Receives technical direction from Accountant.
2. Works regularly with Winnebago County employees, vendors, and customers.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Requires High School diploma or its equivalency. Associate's degree in Accounting is preferred.
2. A minimum of two years work experience performing accounts payable or accounts receivable functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of accounting practices and procedures pertaining to accounts payable, accounts receivable and general ledger.
2. Ability to use Microsoft Office programs such as Word and Excel.
3. Strong written and verbal communication skills including listening skills. Ability to establish and maintain effective working relationships with fellow employees both within the department and outside.

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 as needed.