



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Financial Associate II

LOCATION: Treasurer

HIRING RANGE: \$18.52-\$20.61/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

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 *March 2023*

POSITION TITLE: Financial Associate II

DEPARTMENT: Treasurer's Office

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs a variety of essential clerical functions to maintain accurate financial accounts and records.

ESSENTIAL FUNCTIONS:

1. Reconciles daily banking activity. This includes identifying all incoming and outgoing transactions and preparing daily or monthly journal entries, general receipts, or tax receipts for each. Notifies all departments of their related transactions. Works closely with the Finance Department to ensure all transactions are accounted for. Assists the County Treasurer with month-end balancing process.

2. Reconciles cash drawer daily. Includes all taxes and general receipts created. Prepares all cash and check deposits for delivery to designated financial institution.
3. Organizes the In-Rem foreclosure process and keeps individual files up to date.

ADDITIONAL ESSENTIAL DUTIES:

1. Distributes Accounts Payable and Payroll checks. Releases EFT and Direct Deposit files to bank for processing.
2. Initiates stop payments on Accounts Payable, Payroll and UMR (health insurance) checks. Reconciles stop payments and voided checks monthly with Finance.
3. Reviews Certified Survey Maps for office file. This includes verifying all taxes are paid and the description matches LRS.
4. Assists the public and county departments with inquiries. Answers incoming phone calls and assists walk-in customers. Directs inquiries to proper county department or outside agency if needed.
5. Sets up monthly payment plans for delinquent tax payers as needed.
6. Fills in as needed when co-workers are out of the office – sorts incoming mail, delivers outgoing mail to mail area, and performs other duties as needed.
7. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to County Treasurer.
2. Works with the public and other county departments on a daily basis.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or equivalent.
2. A minimum of two years' work experience in an office setting, including substantial experience with cash handling, financial practices including bookkeeping and general ledger, and customer service.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of office practices, terminology, procedures, and equipment, as well as the ability to operate them accurately at a proficient rate of speed.
2. Ability to deal effectively and cordially with the general public.
3. Strong written and verbal communication skills, including listening skills and ability to follow complex instructions.
4. Computer skills including familiarity with Microsoft Office applications, especially Excel and Word.
5. Ability to establish and maintain effective working relationships with fellow employees.
6. Good organizational skills.

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.