

**ACCOUNTING AIDE**  
**ACCOUNTING DEPARTMENT**

**POSITION DESCRIPTION**

**I. Position Summary.**

This is a skilled position in the Accounting Department under the general supervision of the Assistant Comptroller (Health & Human Services) / Accounting Supervisor (Health Care Center) / Accounting Office Manager (Central Office). This position performs a variety of tasks which are associated with ongoing operations in the Accounting Office.

**II. Essential Duties and Responsibilities.**

1. Assist in all functions necessary to maintain the County fixed asset system
2. Responsible for, or assist in, the County's imaging process - including file/record inventory, scanning, indexing, and attachment in the JDEdwards/PeopleSoft Accounting System
3. Performs billing to agencies or persons and monitors receivable balances
4. Account for funds as directed
5. Communicate/Assist employees/others with completion of tasks and projects
6. Provides clerical office support including typing, filing, computer entry, and preparation of various reports and schedules
7. Analyze, monitor, and distribute reports or other information
8. Performs limited accounting duties which include account posting and computer entry of financial data
9. Serves as a backup employee within the Accounting Office for employee absences, vacations, and sick leave and is then responsible for performing all associated job tasks, on a limited term basis
10. Take meeting minutes when requested
11. Record/Deposit receipts
12. Prepares/assists with vouchers and journal entries
13. Materials and equipment used
  - ✓ General Office equipment
  - ✓ Motorized vehicle

**III. Educational Requirements**

1. Personal computer experience required, including classes in Microsoft Windows and Office Applications
2. Associate or Business degree from an accredited vocational or technical college (3.0 of higher grade point required) with some accounting classes and a minimum of one (1) year of responsible office experience
3. High school diploma or its equivalent, supplemented by post high school course work with classes in computer operations, accounting, and office administration (3.0 or higher grade point required) and a minimum of four (4) years of responsible office experience.

#### **IV. Knowledge, Skills, Licensure and Experience Required.**

1. Knowledge of basic bookkeeping practices and principles
2. Advanced knowledge of computer operations and software including Microsoft Windows and Office Applications
3. Ability to accurately type 45 words per minute
4. Above average ability to maintain confidentiality and loyalty to the Accounting Office
5. Ability to carry out oral and written instructions and to complete tasks both efficiently and accurately, meeting all department deadlines
6. Valid Wisconsin Drivers License
7. Expected to maintain automobile liability insurance
8. Must be bondable
9. Ability to establish and maintain effective public and working relationships

#### **V. Physical Requirements**

1. Ability to lift/carry/push/pull at least 25 pounds
2. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
3. Visual acuity
4. Ability to hear normal conversation
5. Ability to communicate orally in a clear manner
6. Good manual dexterity of hands and fingers

The position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.