

**ACCOUNTING ASSISTANT  
ACCOUNTING DEPARTMENT**

**POSITION DESCRIPTION**

**I. Position Summary**

The position is a full-time position in the Columbia County Accounting Department under the supervision of a designated supervisor. This position performs a variety of complex accounting tasks according to prescribed procedures.

**II. Essential Duties and Responsibilities**

1. Performs accounting procedures in the general operation of the Accounting Department as assigned
2. Assists in the preparation of accounting reports, schedules, and analysis for the operation of the Accounting Department
3. Assist in all accounting functions as directed. To include and not limited to: purchase orders, vouchers, journal entries, receipts, time reporting, time sheets, maintain file records, billing and collections, check processing
4. Responsible for account and grant reconciliations
5. Maintenance of cost centers for the various units and programs
6. Providing personal contact with clients, vendors, Medicare intermediaries, Medicaid and insurance companies, as needed
7. Preparation of units of service/billings and transmission on applicable State system
8. Preparation of client billings for monthly transmission and reconciliation of same. Also generates audit trail, as needed
9. Operation of the accounting system utilizing JD Edwards
10. Input state reporting statistical data
11. Prepare, review grant claims
12. Extensive work within PC based programs Microsoft Excel and Microsoft Office applications

**III. Educational Requirements**

1. Associate Degree in Accounting or Finance from an accredited vocational, college, or technical school in accounting and minimum of two (2) years of responsible office experience preferably in an accounting environment
2. Computer experience required

**IV. Knowledge and Skills Required**

1. Knowledge and thorough understanding of accounting concepts and principles
2. Ability to perform complex accounting processes
3. Knowledge of modern office equipment practices and procedures
4. Knowledge of business English, grammar, and spelling
5. Ability to maintain confidentiality of all records and office communication
6. Ability to maintain complete and orderly records

7. Ability to accomplish multi-tasks within given time constraints
8. Ability to perform duties with accuracy and effectively carry out all written and oral instructions
9. Ability to accurately type 35 words per minute
10. Ability to use good judgment in the performance of duties
11. Knowledge of PC based spreadsheet programs
12. Valid Wisconsin Driver's License

**V. Physical Requirements**

1. Ability to lift/carry/push/pull at least 50 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 in a clear manner
6. Good manual dexterity of hands and fingers

The position description should not 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.