

**ACCOUNTING ASSISTANT
ACCOUNTING DEPARTMENT**

POSITION DESCRIPTION

I. Position Summary

This is a skilled position in the Accounting Department under the supervision of a designated supervisor. This position performs a variety of tasks which are associated with ongoing operations in the Accounting Department.

II. Essential Duties and Responsibilities

1. Responsible for, or assist in, the County's imaging process - including file/record inventory, scanning, indexing, and attachment in the JD Edwards Accounting System
2. Performs billing to agencies or persons and monitors receivable balances
3. Account for funds as directed
4. Communicate/Assist employees/others with completion of tasks and projects
5. Provides clerical office support including typing, filing, computer entry, and preparation of various reports and schedules
6. Analyze, monitor, and distribute reports or other information
7. Performs limited accounting duties which include account posting and computer entry of financial data
8. Serves as a backup employee within the Accounting Department 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. Knowledge of and ability to use modern office equipment

III. Educational Requirements

1. Associate or Business degree from an accredited vocational or technical college in administrative professional or business with some accounting classes and a minimum of two (2) years of responsible office experience
2. Computer experience required

IV. Knowledge and Skills Required

1. Knowledge of basic accounting 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. Ability to maintain confidentiality
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. Must be bondable
8. Ability to establish and maintain effective public and working relationships

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 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.