

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Bookkeeper

Department: Highway

Reports to: Highway Commissioner

Pay Grade: Grade 21 - Bookkeeper

Date: May 5, 2015

Hours Per Week: 40

PURPOSE OF POSITION

Under the general supervision of the Highway Commissioner, the Office Manager maintains the department's financial accounts and records in accordance with the Wisconsin Department of Transportation Uniform Cost Accounting procedures and GASB principles. This person supervises the clerical and accounting functions of the department. This individual is also responsible for all office functions including assisting the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a system of retaining records, files, and maps in accordance with laws and standards.
- Review invoices for proper expenditure classification and prepare invoices for payment.
- Supervise the preparation and data entry of time sheets. Train staff as necessary. Supervise the preparation of journal entries and vouchers for labor payrolls.
- Record and deposit money received from various sources and key to appropriate cost accounts.
- Monitor labor, machinery, and material costs keyed to the County, Towns, Villages, and other local departments.
- Monitor expenditures and ensure data is keyed in according to Routine Maintenance Agreements (RMA), Performance Based Maintenance (PBM), and Local Force Account (LFA) contracts. Prepare the requisitions for all State work done by the department according to type, labor, machinery, and material used by each project and invoice the DOT monthly. Prepare reports to Patrol Superintendent and other DOT personnel as requested.
- Prepare reports and surveys sent by the DOT throughout the year.
- Provide estimates of maintenance costs, supply needs, and related data.
- Process Accounts Receivable, invoices, and statements, keeping records of amounts due and payments received for all townships, villages, and local departments.
- Maintain employee files. Prepare new hire forms for the Clerk's Office and Highway personnel files. Submit employee status changes and other payroll forms to Clerk's Office.
- Provide appropriate forms and materials to employees as requested by County Clerk's office regarding benefits. Ensure all employees fill out forms and paperwork appropriately and turn into Clerk's Office in a timely manner.
- Verify retirement payouts with Clerk's Office.
- Maintain employee medical files following HIPPA laws.
- Assist Commissioner with new employee orientation and staff meetings.
- Update or develop new time sheets as project ID's and codes change. Educate employees on how to fill out time sheets and train as necessary.
- Design, develop, and update various forms in computer as needed.

- Responsible for employee Drug/Alcohol records. Make appointments, prepare forms, and forward information for required DOT random drug and alcohol testing.
- Prepare injury, Worker's Compensation, and OSHA reports.
- Maintain database of employees' vacation, sick leave, compensatory time, etc. Verify data with Clerk's Office as requested.
- Update Highway Addendum as requested by Commissioner and provide information to all employees. Provide County Policy changes to all employees in a timely fashion.
- Prepare accident and insurance reports as required. Report accident damage to State and County property along the highways. Process damage claims. Submit costs to DOT, insurance companies, and individuals accordingly.
- Compile data for equipment and vehicle purchases, titles, insurance, and repairs. Maintain depreciation records on all equipment, calculating depreciation yearly. Create equipment and machinery classes, rates, schedules, and reports for depreciation and fixed assets. Maintain equipment lists for staff.
- Set up Cost Accounts, Projects IDs, Activity Codes, Object Codes, and other codes in Highway Cost Accounting system as needed. Provide current codes to staff and train as necessary.
- Analyze and prepare monthly journal entries, yearly adjusting entries and closing entries.
- Reconcile appropriate funds with the County Clerk, the Shop, and County and State DOT Auditors.
- Prepare and submit Trial Balances, Financial reports, and Funds reports to Highway Commissioner regularly.
- Close highway department books annually and compile data and submit to Wisconsin D.O.T. for ILC, Small Tool rates, Shop Overhead rate, Fuel Tax refund and prepare annual financial and statistical reports as required by the Wisconsin D.O.T. Work with County Auditor to close books annually.
- Maintain databases for culvert, guardrail, sign, and highway inventories and update annually.
- Update and maintain GASB 34 infrastructure inventory and depreciation for the County Auditor and the DOT. Submit reports annually.
- Update Paser and WISLR for County Highways and Town of Richland biennially. Submit to DOT.
- Maintain Local bridge aid project records. Provide support and coordinate financing to Towns requesting bridge aid.
- Maintain County and Local bridge inspection files and bill appropriately.
- Keeps records on TODS signs, collects fees. Submit sign costs to DOT as requested.
- Create and maintain section maps, plow route maps, project maps, etc.
- Prepare annual budget financial detail for the Highway Commissioner and Highway Committee.
- Compile data, prepare documentation, and submit reports required to file for aid from FEMA in the event of a natural disaster.
- Work with Part's Manager/Shop Clerk on inventory at end of year.
- Work with accounting software programmers to update and correct problems encountered. Adopt accounting functions to current technology of computerized systems.
- Maintain Highway web site.
- Perform basic computer maintenance. Provide computer training for personnel as needed.
- Set up new authorized users in computer network.
- Update and maintain sign inventory laptop. Update and maintain Shop diagnostic laptop.
- Program phone system, time change, work hours change, and voice messages as needed.
- Program time clock as needed.
- Attend meetings and seminars related to computer updates and accounting procedures.
- Manage the Highway Office to provide the public with designated services.
- Assist salespeople, personnel, and citizens who call or come in the office.
- Ability to perform backup duties for other clerical position.
- Be assigned to other duties as determined by management.
- Responsible for participation of any and all safety related training required by County, State, and Federal agencies.

MINIMUM TRAINING, EXPERIENCE, AND SKILLS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Minimum of two year associate degree in bookkeeping, considerable accounting and computer knowledge from a two year business college or technical school; or any combination of education and experience that provides equivalent knowledge, skills, and abilities for this position.
- Comprehensive knowledge of cost accounting principles is essential.
- Experience with computer data entry.
- General knowledge of office terminology, procedure, routines, and equipment.
- Good knowledge of office management.
- Have the ability to prepare reports and records.
- Have the ability to learn and adapt new computer skills as available to operate office efficiently.
- Extensive working knowledge of Microsoft Word, Excel, PowerPoint, Access, Publisher, and Outlook software.
- Proficient using a 10-key calculator. Must be accurate and enjoy working with figures on a daily basis.
- Ability to perform tasks while being subject to frequent interruptions with ability to carry out sometimes complex oral and written instructions.
- Have the ability to establish and maintain effective working relationships with professional personnel and the public.
- Current WI Driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including financial reports, letters and memos, Wisconsin DOT Office Manager manual, County Policy and Highway Addendum, accident reports, insurance reports and letters, variety of office forms and applications, Funds sheets, Budget sheets.
- Ability to prepare a variety of documents including reports, letters, forms and applications, financial analysis spreadsheets.
- Ability to record and deliver information, explain procedures, instruct staff.
- Ability to communicate effectively with supervisor, staff, general public, other professionals.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.
- Ability to learn and use the ACS Highway Cost Accounting program.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.

- Ability to apply abstract thinking to perform tasks.
- Ability to work independently and with others.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment.
- Ability to solve practical problems.
- Ability to analyze data and information.

Physical Requirements

- Large percentage of time is spent sitting at desk, using hearing, near and far vision, and fingering for typing, word processing, computer keyboard or other office machines. Handle papers and manuals, etc.
- Talks to staff, callers, vendors, and visitors.
- Some time is spent standing and reaching in order to perform filing or other duties, and lifting and carrying files, copy paper, binders, and other office materials.
- Frequently moves about the office. Frequently moves about the Highway building. May travel to other offices or sites for meetings, mail, deposits, checks, etc.
- Some time is spent stooping, kneeling, crouching, or climbing.
- Operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CLOSING STATEMENT

This description has been prepared to assist in evaluating responsibilities, duties and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Employee's Signature

Highway Commissioner Signature

Date

Date