

ACCOUNTING SUPERVISOR/DEPUTY COUNTY CLERK

Department: County Clerk

Reports To: County Clerk

Purpose of Position

The purpose of this position is to perform accounting tasks within the office of Richland County Clerk and serve as Deputy Clerk.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the computerized Government Financial and Payroll Systems.
- ^{59.23 (2)(d)} Maintains Chart of Accounts for all County Funds. Responsible for coding, data entry, and posting of receipts, disbursements, and journal entries.
- Monthly closing of General Ledgers and distribution of account activity reports to all departments.
- Prepares monthly financial reports. ^{59.23 (2)(e)} Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with County's financial system.
- Monitors accuracy of monthly CORE report for Child Support agency and reconciles through DWD CORE website.
- Monitors various Government Grants and reconciles with departments to assure compliance.
- Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments and finance committee, prepares salary and fringe data, and schedules budget meetings with the finance committee.
- Closes financial ledgers annually. Prepares reports for and participates in Annual financial audits. Maintains and update GASB 34 depreciation schedule of equipment for annual audit. Prepares the County Clerk's Annual Financial report.
- Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates via CD or web downloads, maintains User profiles and

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security, places calls and follow up with networking support provider, and other troubleshooting issues.

- Compiles financial data for State and Federal surveys, and statistical reports.
- Reports worker's compensation injuries to insurance company via internet ExPrs. Submits the annual summary of injuries to State of Wisconsin.
- Participates in employee interviews and trains new employees.
- Processes payroll in the absence of the Fiscal Clerk.
- Submits weekly EFTPS payment for payroll tax withholdings.
- Monitors monthly payroll payables for employee benefits to include: Health, Dental, Disability and Life Insurance.
- Monitors and assists with filing requirements and deadlines for Annual W2 wage reporting. Supervises preparation of W2's. Prepares magnetic media for reporting annual W2 data to State and Federal agencies.
- Reconciles annual Wisconsin Retirement System reporting and prepares magnetic media for reporting to State of Wisconsin.

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- 59.23 (1)(a)
- Serves as County Clerk in Clerk's absence.
 - Performs reception duties as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with three years accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Accounts Payable Specialist **Department:** County Clerk

Reports to: County Clerk

Non-Union Pay Grade: 16

Date: September 17, 2013

Hours Per Week: 35

PURPOSE OF POSITION

The purpose of this position is to provide financial and clerical services in order to ensure effective and efficient financial and administrative operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 59.23(c) • Receive and verify invoices before preparing vouchers and making payments for all Courthouse Departments, Parks, UW-Extension, UW Food Service, UW Outlay, Sheriff's Department, County Fair, Land Conservation Symons Recreation, and MIS Departments.
- 59.23(c) • Make all vendor payments for all Richland County Departments.
- Maintain all Richland County Vendor files.
- Countywide IRS Reporting. Issue Wisconsin State Sales Tax reports. Issue 1099's to vendors and IRS. Issue Real Estate 1099's. Issue tax exempt forms and letters.
- 59.23(di) • Collect payments for DNR licenses, marriage licenses, copies, plat books, and maps.
- 59.23(f) • Maintain money supply in cash box balancing on a bi-monthly basis against receipts.
- 59.23(di) • Keep report to verify money collected by County Clerk Office.
- Perform reception tasks. Greet visitors, answer telephone, take messages, answer routine questions, and prepare marriage and domestic partnership applications and licenses.
- DNR License sales. Issue DNR licenses to the general public, maintaining Automated License Issuance System (ALIS) and ordering current regulations and DNR information.
- 59.23(2)(a)(4) • Type County Board minutes for permanent record, Supervisor per diems, County Board Resolutions and Ordinances and weekly calendar of meetings.
- Maintain County personnel policies, Board rules and committee structure.
- Operates and maintain office equipment (computers, printers, typewriter, calculator, copier and shredder).
- 59.23(2)(i) • Enter voter information into the SVRS system after an election including new voter applications.
- 59.23(2)(i) • Take minutes at elections canvass meetings.
- 59.23(2)(i) • Record all elections results into the official elections results book.
- 59.23(2)(s) • Compile and maintain information for the Richland County Directory.
- Type and mail Tri-County Airport agenda to that committee's members.
- Perform a variety of other secretarial duties including: filing, duplicating and collating printed materials and compose routine replies to correspondence.

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Payroll & Benefits Specialist

Department: County Clerk

Reports to: County Clerk

Non-Union Pay Grade: 19

Date: September 17, 2013

Hours Per Week: 35

PURPOSE OF POSITION

The purpose of this position is to perform various accounting duties with the primary emphasis on payroll and benefits administration for Richland County under the direction of the County Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Process payroll for: Highway Department, Pine Valley Healthcare and Rehabilitation Center, Health and Human Services Department, Courthouse staff, Symon's Recreation Complex, Sheriff's Department, County Supervisors, County Committee members, Richland County Fair, Ambulance personnel and casual county employees and in compliance with county policies, union contracts and statutory requirements.
- New employee orientation which includes going over the required documents and documentation needed to set up an employee for payroll and direct deposit. Explaining the health, dental and life insurances, retirement, Flex Section 125 plan, and loss of time benefits. Instructing the new employee on the County Handbook, computer policy, equal opportunity policy, sexual harassment policy, drug-free workplace safety policy, discipline/termination grievance policy and workplace safety grievance policy.
- Accurately code and enter employee payroll changes including hires, terminations, wage rates, deductions, child support orders, garnishments, benefits and direct deposit accounts.
- Submit new hires or any employee not paid within a 60 day time frame to the Wisconsin New Hire Reporting Center as required by State Law
- Verify new hires social security numbers with the Social Security Business Services Online system
- Maintains all County personnel files.
- Maintains and balances Employee vacation, sick and comp times per County policies and/or union contracts.
- Computes and enters wage and fringe benefits data for health, dental, and life insurance, retirement, Flex Section 125 plan, loss of time and union dues. Maintains benefit files.
- Process the monthly benefit billings and ensures billing accuracy of employees listed on each bill.
- Generate required reports and remit deductions and withholdings to vendors and taxing authorities.
- Monitors Wisconsin Retirement eligibility for temporary part-time and call-in employees.
- Calculates and process all amounts due to State and Federal agencies for payroll withholdings; i.e. state and federal taxes, garnishments, and retirement contributions

- HR
- Reconciles and distributes W2's.
 - Process Unemployment compensation billings and eligibility forms.
 - Prepares and files monthly Labor statistics employment reports.
 - Prepares and files quarterly Federal wage tax, Multiple Worksite and Unemployment reports
 - Prepares annual payroll reports for auditors including workman's comp.
 - Completes salary and benefit surveys as requested.
 - Administers open enrollment each year for Health and Dental insurance, Flex Section 125 plan and Loss of Time. Enters in new applications into each of the plans computer systems and monitors billings to make sure the employees were enrolled correctly.
 - Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and maintains detailed records on employees that elect to participate in COBRA.
 - Administers Family Medical Leave (FMLA) and maintains detailed records on employees that need to have FMLA.
 - Administers Domestic Partnership's created with Employee Trust Funds and sets up any insurance benefits that the employee is eligible for upon creating the Domestic Partnership.
 - Performs reception duties, sell all types of licenses as required by the DNR, take marriage and Domestic Partnership applications, answers telephone and sell plat books or Richland County maps.
 - Enter voter information into the SVRS system after an election including new voter applications.
 - Create lists of voter information based on customer request through the SVRS system.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or equivalent is required.
- Preference for a 2-year or 4-year degree in Accounting or Human Resources.
- Preference for knowledge of working in an AS-400 environment
- Preference for experience with payroll and governmental accounting
- Preference for knowledge of State & Federal regulations related to wage, hour & payroll.
- Must be proficient in Microsoft Excel and Microsoft Word

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to advise and interpret on how to apply policies, procedures and standards to a variety of specific situations.
- Ability to utilize advisory data and information such as Federal and State withholding guidelines, Wisconsin Retirement Fund rules and guidelines, union contracts, ACS, a Xerox company Payroll Operation Manual, Minnesota Life Insurance Manual, insurance billings, unemployment guidelines, non-routine correspondence and laws.
- Ability to communicate effectively with County Clerk, co-workers, all county employees, Department Heads, the general public and County Supervisors.