

## 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.
- 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. 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

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.
- 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.



- Ability to use advisory data and information such as financial statements, census reports, State EEO report, minutes, County resolutions and ordinances, computer software operating manuals, resolutions and ordinances, computer software operating manuals, procedures, guidelines, non-routine correspondence and laws.

#### Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

#### Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

#### Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as grasping, walking and placing.
- Ability to exert very light physical effort in sedentary to light work, involving handling, fingering, feeling, lifting, carrying, pushing and pulling. Ability to operate keyboard/typewriter, photocopier, calculator, computer printer, telephone, etc.
- Ability to recognize individual characteristics of sound.

#### Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an equal Opportunity 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.