



Job Code: XXXX
Reports To: Finance Director
EEO Code: 2.Professionals

Pay Grade: B22
FLSA Status: Non-Exempt
Last Revision: 8/05/2020

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the Accounting Assistant Limited Term Employee (LTE) position is to apply the principles of accounting and related procedures to analyze and prepare financial information for Sauk County.

Essential Duties and Responsibilities

- Assist with grant tracking and reporting.
- Create, compile, and analyze a variety of data for reporting purposes.
- Review accounts payable for accuracy and compliance with grant policies.
- Create, compile and analyze data for preparation of general ledger journal entries.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Advisory data and information such as timesheets, general ledgers, financial statements, reports, contracts, leases, invoices, service proposals, budget summaries, meeting minutes, agendas, guidelines, laws, ordinances, various manuals, and routine and non-routine correspondence
- Verbally and in writing with department personnel
- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Calculating percentages, fractions, and decimals, and interpreting basic descriptive statistical reports
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences, consider, and select alternatives
- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment

- Safe and comfortable in respect to violence, noise, and disease.
- It is likely many tasks are suitable to be performed off County premises, such as at home.

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: High school or equivalent degree
Proficiency in Microsoft Excel
Internet access adequate to access the County's accounting system

Preferred: Associate's degree in Accounting, Finance, or another related field
Experience with MUNIS accounting system

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Incumbent's Signature

Date

APPROVALS:

Supervisor

Date

Department Head

Date

Human Resources Representative

Date

Sauk 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.