

FOREST COUNTY DEPARTMENT OF SOCIAL SERVICES

Position Description

Position Title: Fiscal Agent/Administrative Assistant

Reports to: Social Services Director

FLSA Status: Non-Exempt

County Status: Regular Full Time Employee (35 Hour Work Week)

Pay Grade/Pay Structure: \$18.09-\$20.10 per hour

I. Position Summary:

Serve as the Agency's chief clerical employee. Performs duties within the Social Services Department, principally the Accounting Unit and provides clerical support within the agency. Performs related work as required by the Director. The procedures of this office are governed by Wisconsin State Statute, Administrative Rules and other specific program policies and procedures.

II. Essential Functions and Primary Duties:

- Prepares and maintains Social Services fiscal records and procedures, including, but not limited to, preparation of travel and administrative payrolls, time logs, agency bills, payments of bills and maintenance of all ledgers, journals and registers for audit purposes.
- Preparation of financial and statistical reports, all administrative reports, quarterly reports and all other fiscal or statistical reports as may be required.
- Maintains inventory for the agency.
- Works with the County Clerk with budgets, payroll tracking, and grants.
- Assists the Director in preparing budgets and typing all budgetary forms.
- Prepares supportive home care employee W-2's.
- Provides assistance in answering the telephone, typing documents, making copies, greeting consumers in a courteous manner, and tracking, tabulating and preparing reports to assist the Social Services office.
- Provides assistance to all staff in document preparation.
- Carry out special and general assignments requiring organization of material and development of procedures without direct supervision.
- Other duties as assigned by the Agency Director within the scope of responsibility and skill requirements for the job.

III. Additional Responsibilities

- Attends training sessions as required by the State of Wisconsin and updates manuals when appropriate.

IV. Supervision

Under the direct supervision of the Department of Social Service Agency Director, who will determine conformance with established procedures, policies, and effective accomplishment.

V. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to engage in conversation and is required to speak and listen. The employee is frequently required to sit and use hands to grasp and place objects. The employee is occasionally required to walk and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

VI. Minimum Qualifications

Education: A high school diploma or equivalency is required and a two year accounting degree is preferable.

Experience: Previous training or experience in computers, bookkeeping, Accounting and/or any experience or training which provides the required knowledge, skills, and abilities set forth herein.

Skills, Knowledge and Abilities: Knowledge of office terminology and procedures. Working knowledge of personal computers and above average keyboarding skills. Possess above average written and verbal communication skills. Extensive knowledge of general accounting procedures. Understanding of state laws pertaining to the operation of the Social Services Department. Possess the ability to make decisions in accordance with laws, regulations, policies and established procedures.

Licenses and Certifications: Must possess and maintain a valid Wisconsin Driver's License, a reliable, insured vehicle, and maintain minimum county insurance requirements.

Forest 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 employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on

Department Head: _____ Date: _____