

EMPLOYMENT OPPORTUNITY
FOREST COUNTY
Social Services/Commission on Aging Fiscal Agent

Forest County is currently accepting applications for the position of Fiscal Agent. This position is full-time, thirty-five (35) hours per week. The Fiscal Agent will work under the direction of the Department of Social Services Director and Commission on Aging Director.

Applicants must have experience in excel, preparing payroll, maintaining ledgers, general clerical duties, tracking and preparing reports to assist the Social Services and Commission on Aging offices, as well as paying bills and maintaining all ledger journals for auditing purposes, and budgetary needs.

Application materials, including the position description and summary of benefits may be obtained at www.co.forest.wi.gov or in the County Clerk's Office, Forest County Courthouse, 200 E Madison Street, Crandon, Wisconsin 54520 or by calling (715) 478-2422. Please return applications and resumes to the County Clerk.

Forest County is an Equal Opportunity Employer