

Account Technician

Oneida County Social Services is accepting applications to fill a part-time (15 hour per week) Account Technician/Child Support position. This position performs a variety of bookkeeping, recordkeeping, and clerical tasks related to keeping child support financial accounts/records, and provides information to and serves the public. Starting 2019 hourly rate of \$17.43 plus benefit package.

Qualified individual must have a high school degree and one year (24 credits) post high school education in bookkeeping, accounting, math and/or secretarial sciences; knowledge of bookkeeping, business math and accounting; knowledge of computers; accurate record keeping skills; ability to type 45 wpm and operate a 10-key calculator without looking at the keys.

Oneida County Department of Social Services is a Trauma Informed Agency that empowers, educates and supports agency staff to provide services in a caring, compassionate and safe environment.

Complete job description and *required* Oneida County application are available at Northern Advantage Job Service, 51A N. Brown Street, Rhinelander, WI 54501 715-365-1500 or at www.co.oneida.wi.us. Completed Oneida County application along with any resume and college transcripts are due to Northern Advantage Job Service by Friday, June 14, 2019.

EOE/AA

Oneida County Job Description

Job Title: Account Technician (Child Support)
Department: Social Services
Reports To: Financial Services Supervisor
FLSA Status: Nonexempt
Prepared By: Mary Rideout
Prepared Date: March 20, 2019
Approved By: Lisa Charbarneau
Approved Date: May 2019

SUMMARY Performs a variety of bookkeeping, recordkeeping and clerical tasks related to keeping financial accounts and records. Provides information to and serves the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Calculates and determines adjustments to child support payments and enters adjustments in the Kids Information Data System.

Reviews and maintains information in the Kids Information Data System.

Scanning and Maintaining case documents electronically.

Daily receipting of money received by the department.

Reconciling money received for weekly deposit to the Treasurers' Office.

Provides back-up to other accounting/clerical staff.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of bookkeeping, business math and accounting.

Knowledge of basic legal terminology.

Ability to maintain accurate and complete records and prepare clear and detailed reports.

Knowledge of computer hardware, software and accessories.

Ability to accurately operate a 10 key calculator without looking at the keys.

Ability to accurately type 45 wpm.

EDUCATION and/or EXPERIENCE

High school degree with course work in bookkeeping, accounting, math and secretarial sciences.

One year post high school education in above courses or equivalent work experience.

LANGUAGE SKILLS

Good oral and written communication skills.

MATHEMATICAL SKILLS Excellent mathematical skills.

REASONING ABILITY Ability to evaluate situations and make good independent decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS The physical demands 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.

The physical demands are those of an office environment including but not limited to sitting, stooping, kneeling, walking, data entry, and light lifting.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands are those of an office environment including but not limited to sitting, stooping, kneeling, walking, data entry, and light lifting.