

# Account Technician

Oneida County Forestry Dept. is accepting applications to fill a full time (37.5 hours/week) Account Technician position. This position performs a variety of technical accounting, bookkeeping, and office tasks. Starting 2018 hourly rate of \$17.05 plus excellent fringe benefit package.

Qualified individual must have two years (48 credits) post high school education in accounting, bookkeeping or related field, and one year work experience in an office environment involving accounting, bookkeeping, payroll or related; computer knowledge including experience with MS Office and advanced knowledge of Excel; ability to work independently with minimum supervision. Knowledge of laws, regulations and fiscal responsibilities relating to Forestry are preferred but can be obtained on the job.

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.oneida.wi.gov](http://www.oneida.wi.gov). Completed application, resume and college transcripts are due to Northern Advantage Job Service **by 4:30 p.m. on Monday, July 16, 2018.**

EOE/AA

## **Oneida County Job Description**

**Job Title:** Account Technician  
**Class Title:** Account Technician  
**Department:** Forestry  
**Reports To:** County Forest Director  
**FLSA Status:** Nonexempt  
**Prepared By:** John Bilogan, Forestry Director  
**Prepared Date:** June 2018  
**Approved By:** Lisa Charbarneau, Human Resources Director  
**Approved Date:** June 2018  
**Reviewed Date:** \_\_\_\_\_

**SUMMARY** This position performs a variety of technical accounting, bookkeeping, and office tasks. Employees in this position have been assigned a major area of responsibility and are expected to independently carry out the tasks necessary for accomplishing the overall activity.

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

Responsible for receiving, posting and delivery to the County Treasurer the Department income received from sources such as timber sale contracts, sand and gravel sales, contract forfeitures, recreational user fees, state and federal grants, aids and loans, camping fees, shelter fees, wood sales, wood permit fees and bough permit sales.

Coordinates department accounting activities including, but not limited to: stumpage, ATV, snowmobile and other programs as assigned, using County-Wide receipting.

Responsible for department budget tracking; verifying accuracy of bills, preparation of vouchers, posting to proper accounts, calculating account balances, preparation of line item transfers and assisting in the preparation of the annual department budget.

Compiles, tracks, reconciles, and produces reports for ATV, NRTA, Wildlife Habitat and other grant programs.

Types a variety of documents including contracts, reports, forms, applications, charts, agendas, meeting minutes, news releases, legal notices, timber sale listings, and County Board Resolutions.

Provides secretarial support to committee of jurisdiction, typing and mailing notices, agenda and supporting documents, minutes, preparing standardized reports for committee approval. Attend meetings and records minutes.

Prepare timber sales. Create packets, prospectus, public service announcement and publication. Log all bids, collate results of sale using Excel. Follow up with contracts and instructions to winning bidders. Monitor contractor liability and Worker's Compensation Insurance Certificates of Insurance and SFI Certification. Monitor contract expiration and extension dates.

Performs a variety of receptionist duties including assisting the public with information regarding the location of recreational facilities, firewood collection areas, duties and services of the department, scheduling reservations for park and picnic areas, answer questions and directing to appropriate departments.

Performs bookkeeping responsibilities for all accounts, contracts and projects and ensure department records tally with Finance Department records.

Prepares documentation for audits of the County Forest and Recreational Program that includes state aid, grant accounts (snowmobile, ATV, SFI grant, etc.) and others as they may be required.

Track demographic information for trail passes, campground registrations, firewood and bough permits. Provide reports and charts for Annual Report and as needed throughout the year.

Prepare and submit annual grant request for Administrator Grant and RTP grants.

Works with other County departments to complete tasks needing multi-departmental input.

Maintains departmental files including but not limited to the County timber sale program, various permits, ATV trail programs, and other recreational programs.

Maintains inventory list of Department equipment and ensures that they are covered by insurance.

Schedules meetings and appointments, reserves and prepares rooms, makes reservations and coordinates office scheduling.

Composes replies to general inquires and correspondence.

Perform Notary Public duties as needed.

Act as Department Key Manager. Issue, record and inventory keys at the direction of the Director and as needed.

Any other duty as assigned.

**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.

Must be knowledgeable of financial accounting, record-keeping and reports.

Experience in the use of MS Office programs including PowerPoint and Word.

Advanced skills in the use of Excel.

Must understand laws and regulations relating to the Forestry and fiscal responsibilities of the Department.

Able to establish and maintain effective working relationships and to learn and function in a variety of positions.

Able to work independently with minimal supervision.

**EDUCATION and/or EXPERIENCE** High school degree.

Two years post high school education in accounting or bookkeeping or related field.

One year of work experience in a professional environment involving accounting, bookkeeping, payroll or related field.

**LANGUAGE SKILLS** Must possess good verbal and written communication skills.

**MATHEMATICAL SKILLS** Good mathematical skills.

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

**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. Sit long periods, able to lift up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work independently, using computer, phone and other office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.