



AGENDA

PERSONNEL AND VETERANS SERVICE

Friday, June 8, 2012
9:30 a.m.
Jury Assembly Room
Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of May 11, 2012
5. Administrator's Report
6. Discuss/consider extended leave of absence for pro union employee, action if any
7. Reorganization of Finance Department: (attachments)
 - a. Discuss/consider recommendation to County Board to approve Finance Department reorganization plan, action if any
 - b. Discuss/consider approval of Finance Department positions, action if any
 - c. Discuss/consider recommendation to County Board to approve deviation from Marinette County Policies and Procedures and approve non-represented positions pay rates as determined by Human Resource Director and Administrator, action if any
8. Human Resources Director's Report:
 - Distribute signed LOU's
 - Worker's Compensation Report
 - Commerce Program
 - Retirements/Resignations/Dismissals/Layoffs
 - New Hires
 - Postings
9. Discuss/consider Schedule of Invoices, action if any
10. Future agenda items
11. Set next meeting date
12. Adjournment

cc: Ken Casper Human Resources Director
Ken Keller Veterans Service Officer
Nick Lakari Posting
Joe Policello
Connie Seefeldt

PLEASE NOTE: AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)



OFFICE OF
COUNTY ADMINISTRATOR

ELLEN C. SORENSEN
COUNTY ADMINISTRATOR

GINA K. TEEPLE
ADMINISTRATIVE SECRETARY

May 4, 2012

Pat Kass
Finance Director
1926 Hall Avenue
Marinette, WI 54143

Dear Pat:

I have received your proposal regarding the restructuring of the Finance Department for Marinette County. My understanding is that this change, following committee approval, will move onto the full board in May. And that implementation of the restructuring would begin following the May County Board meeting with several months of transition expected.

You have my full support as you go forward with the process of making the delivery of finance services to Marinette County more effective and efficient.

Please contact me if you have any questions or concerns.

Sincerely,

Ellen C. Sorensen
County Administrator

Finance Department Reorganization

May 21, 2012

Executive Summary

The County Board has previously approved the centralization of the financial accounting and payroll functions under a County Finance Department. Over time it has become necessary to re-assess the Finance Department's overall composition, functions and purpose in order to ensure the Department is operating with efficiency and effectiveness. We have re-assessed the Finance Department in the areas mentioned and have developed a reorganization plan that meets the following objectives:

1. Centralize certain accounting functions creating greater internal control.
2. Provide additional financial support for certain departments.
3. More fully utilize County's resources.
4. Provide for progression and transition within the department.
5. Provide a fluid centralized support staff.
6. Reduce costs.

One of the initial goals of the reorganization plan is to combine the Forestry, Parks, Maintenance, and Highway departments (public works) accounting/clerical needs in order to respond to those needs in a more effective and efficient manner. Other re-organizational purposes include developing a centralized purchasing/grant coordinator and increasing internal control over payroll processing.

The reorganization plan also includes a mechanism to allow for further assessment of the County's financial functions by allowing Finance Department personnel the opportunity to study other County Departments for potential combinations and cost savings.

As many of the key concepts of the plan and future ideas will involve changes to or purchases of various software programs, The County's Information Services (IS) Department will be asked to be a major player in future department assessments. As the IS Department's role is defined in the up-coming assessment, their role in providing technology needs to the departments needs to be considered.

Concepts

- Creation of an Assistant Finance Director which will allow for:
 - A line of progression within the Department.
 - Backup to the Finance Director.
 - Additional financial support to the departments.
 - Additional resources to study the County's financial procedures.
 - Succession planning.
- Creation of Purchasing/Grant Coordinator:
 - Centralizes purchasing and grant application.
 - Provides department personnel assistance with purchasing and grant responsibilities.
 - Creates savings through purchasing efficiencies.
 - Provides checks and balances.
- County accounting functions will be centralized and under the control of the Finance Director.
 - Provides for resources to further study county financial procedures to increase efficiencies.
 - Allows for cross training and job sharing.
 - Allows for the sharing of knowledge.
 - Provides an increased base of knowledge for County Personnel and others.
- Information Services will be called upon to assist in the development or purchase of automated financial/business procedures.
- The Sheriff Business Manager is eliminated and replaced by assistance from the Assistant Finance Director, the Purchasing/Grant Coordinator and the Financial Accountants in their applicable accounting areas.
- Facilities Director will receive support in accounting and purchasing.

Staffing and Cost Savings

- Current staffing levels are reduced by one support staff upon implementation.
- Additional countywide reductions are expected as financial procedures are studied and efficiencies explored through duty combination and automation.

- Usually an outside consultant is hired, at significant cost to study government operations and provide suggestion for efficiencies and related cost savings. We believe the expertise is available from within the County to study our business/financial functions and recommend any applicable changes.
 - Staff members are currently being trained in specific facilitation techniques to further enhance the in-house expertise.

Implementation (Order subject to Change or Concurrently)

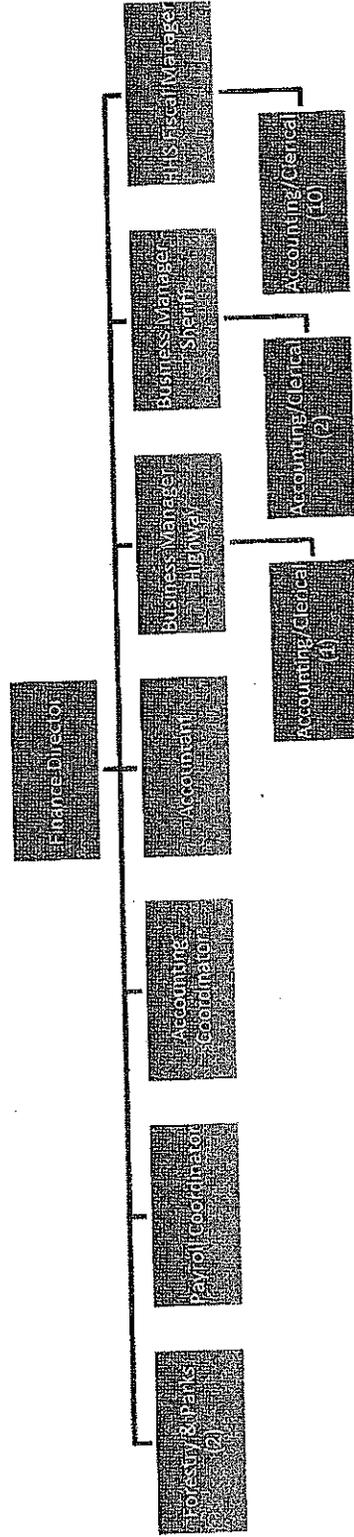
- New job descriptions are created based on re-organization.
- Accountant positions posted and filled.
- Accounting Clerk position posted and filled.
- Highway Office Manager, Highway Administrative Assistant, Forestry Administrative Assistant, Parks Clerk Typist I positions are eliminated. Public Works (PW) staff is combined in one location with the combination of the PW offices.
- Accounting Coordinator position is eliminated and assistant Finance Director Position is created and filled.
- Sheriff department Business Manager is eliminated and Purchasing/Grant Coordinator position is created. Assistant Finance Director, Purchasing /Grant Coordinator and Financial Accountants assist Sheriff Department as needed.
- Sheriff Department Accounting/Business functions are reviewed. Appropriate duty assignment and staffing determined.
- Other County Department's Accounting/Business functions are reviewed. Appropriate duty assignments and staffing determined.
- All current positions, identified above, are considered officially eliminated as the new positions are filled.

Challenges

- Finance Department space needs and logistics.
- Department Heads understanding the concept of pooled accounting, purchasing, and clerical.
- Use of Information Services resources to provide technological assistance.
- Acceptance of change.
- Transferring time savings from individual departments into actual cost savings.

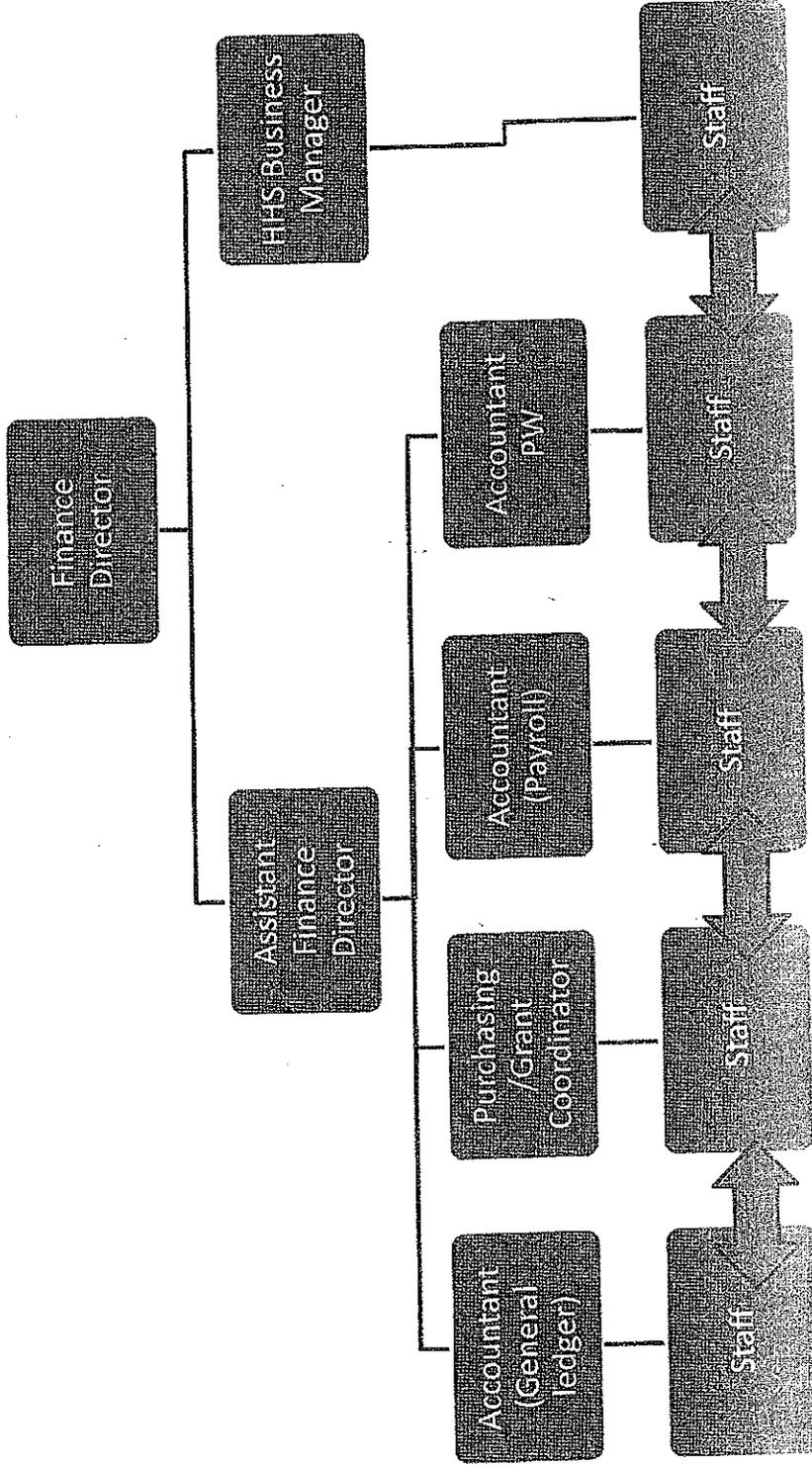
Prepared by: Finance Director – May 3, 2012

Current Marinette County Finance Department Structure



Finance Director	1
Coordinators & Managers	6
Accounting/Clerical	15
	<u>22</u>
Part time within Departments	?
	<u>22</u>

Proposed Marinette County Finance Department Structure



- Finance Director 1
- Assistant & Manager 2
- Accountants 4
- Accounting Clerks 14 (Expected reduction overtime)
- 21

FINANCE REORGANIZATION

CURRENT BUDGET

JOB DESCRIPTION	GRADE	WAGES	S.S.	RETIREMENT	H&D	LIFE	W/C	TOTAL
ACCOUNTANT	7	\$ 47,264	\$ 3,616	\$ 2,789	\$ 30,916	\$ 130	\$ 80	\$ 84,795
PAYROLL COORDINATOR	7	\$ 47,264	\$ 3,616	\$ 2,789	\$ 10,872	\$ 130	\$ 80	\$ 64,751
ACCOUNTING COORDINATOR	6	\$ 43,808	\$ 3,351	\$ 2,585	\$ 30,916	\$ 121	\$ 74	\$ 80,855
BUSINESS MANAGER-SHERIFF	8	\$ 50,998	\$ 3,901	\$ 3,009	\$ 22,195	\$ 141	\$ 87	\$ 80,331
OFFICE MANAGER-HIGHWAY	6	\$ 43,808	\$ 3,351	\$ 2,585	\$ 30,916	\$ 121	\$ 74	\$ 80,855
ADMIN ASSISTANT-HIGHWAY	F	\$ 30,072	\$ 2,301	\$ 1,774	\$ 32,679	-	\$ 51	\$ 66,877
ADMIN SECRETARY-FORESTRY	G	\$ 31,680	\$ 2,424	\$ 1,869	\$ 22,500	-	\$ 54	\$ 58,526
		\$ 294,894	\$ 22,559	\$ 17,399	\$ 180,994	\$ 643	\$ 501	\$ 516,991

PROPOSED ORGANIZATION

JOB DESCRIPTION	GRADE	WAGES	S.S.	RETIREMENT	H&D	LIFE	W/C	TOTAL
ASSISTANT FINANCE DIRECTOR	11	\$ 57,902	\$ 4,430	\$ 3,416		\$ 160	\$ 98	\$ 66,006
ACCOUNTANT - PW SERVICES	7 + \$2,000	\$ 49,264	\$ 3,769	\$ 2,907		\$ 136	\$ 84	\$ 56,159
ACCOUNTANT - PURCHASING/GRANTS	7 + \$2,000	\$ 49,264	\$ 3,769	\$ 2,907		\$ 136	\$ 84	\$ 56,159
ACCOUNTANT - GENERAL LEDGER	7 + \$2,000	\$ 49,264	\$ 3,769	\$ 2,907		\$ 136	\$ 84	\$ 56,159
ACCOUNTANT - PAYROLL	7 + \$2,000	\$ 49,264	\$ 3,769	\$ 2,907		\$ 136	\$ 84	\$ 56,159
ACCOUNTING CLERK	H @ 40 hours	\$ 37,795	\$ 2,891	\$ 2,230	\$ 152,994 *	-	\$ 64	\$ 42,980
		\$ 292,753	\$ 22,396	\$ 17,272	\$ 152,994	\$ 704	\$ 498	\$ 486,616
							Savings	\$ 30,375

* H&D adjusted by \$28,000 in proposed organization with one less position.

Note: Possible salary redline cost - \$1,734



Job Title: Assistant Finance Director

Department: Finance
Position Reports to: Finance Director
Pay Grade Level: TBD
FLSA Status: Exempt
Position Status: Full Time

JOB ANALYSIS

This position performs a variety of complex accounting functions assisting the Finance Director in providing vision and leadership in the County's fiscal affairs. This position will direct the Finance Department Accountants in the areas of maintaining the general ledger, payroll, purchasing/grant coordination and public work services. This position will assist and backup the other Finance Department Accountants as necessary. In addition, this position will perform internal audits and financial/business procedure analysis within the County's departments.

ESSENTIAL JOB FUNCTIONS

- A. Assist the Finance Director in planning, directing and administering functions within the department to ensure efficient organization and completion of work.
- B. Assist departments as required regarding their budgets and other financial matters.
- C. Assist the Finance Director with the County Budget, year-end closing, state reporting, and financial statements preparation.
- D. Update department website.
- E. Prepare and report financial data for County management and the State as required.
- F. Prepare information as required by outside auditors related to the County's independent audit and single audit.
- G. Act as the County's insurance contact for property and liability insurance by working with claimants and insurance companies to resolve claims, complete annual renewal information and allocate cost to the departments.
- H. Record and reconcile all County investments in the financial reporting software.
- I. Prepare monthly and quarterly investment reports for the Finance Committee.
- J. Inform Finance Director of investment maturities and instruct banks and investment firms on proposals for new investments.
- K. Perform internal audits as directed.
- L. Perform analysis of financial and business procedures in County departments and recommend fiscal system designs to help departments operate more efficiently.
- M. Assist Information Services or outside consultants with implementation/design of new accounting systems or improvements to the existing accounting systems.
- N. In coordination with the Finance Director, supervise and direct accounting staff as necessary.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Communicate orally and in writing effectively.
- D. Present information to management, small groups and individuals.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Work as team player in the absence of or with minimal supervision.
- G. Work independently and exercise sound professional judgment.
- H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- I. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- J. Memorize and retain information over long and short periods of time.
- K. Apply attention to detail.
- L. Apply procedures and interpret instructions accurately.
- M. Prioritize multiple tasks and meet scheduled deadlines.
- N. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- O. Possess ability to explore and research problems.
- P. Possess knowledge of generally accepted accounting principles.
- Q. Possess working knowledge of Microsoft Office and Quickbooks.

- R. Demonstrate management skills and ability to delegate responsibility as necessary.

QUALIFICATIONS

- A. Requires a Bachelors degree in the accounting, or business field or related field.
- B. Requires five years experience in the accounting or business field, preferably in a government setting.
- C. Prefer supervisory experience.
- D. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination
- B. Sit for long periods of time.
- C. Bend, squat, stretch and twist frequently.
- D. Interact with difficult and/or stressed individuals occasionally.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Assist with preparation of department budget, missions and goals.
- C. Attend meetings, training programs and conferences upon request of Finance Director.
- D. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE 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 ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 02/2012
Approved: 04/30/2012 Human Resources Director & County Administrator
05/21/2012 Position & Job Description approved by Governing Committee

06/01/2012 Position pending Personnel Committee and County Board approval



Job Title: Accountant – General Ledger

Department: Finance
Position Reports to: Assistant Finance Director
Pay Grade Level: TBD
FLSA Status: Exempt
Position Status: Full Time

JOB ANALYSIS

This position performs a variety of general accounting functions involved in the development, maintenance and review of County's general ledger. Further responsibilities include monitoring the accounts payable system and internal/external receivable process. Direct and coordinate department staff as necessary. This position will assist and backup the other Finance Department Accountants as necessary.

ESSENTIAL JOB FUNCTIONS

- A. Provide technical assistance with financial management including recommendations regarding the financial systems and procedures within the Finance Department.
- B. Assist with year-end closing of financial records.
- C. Assist and prepare financial reports as requested.
- D. Prepare information as required by outside auditors related to the County's audit, single audit and central services cost allocation plan.
- E. Reconcile bank accounts with general ledger.
- F. Maintain the general ledger by recording various accounting transaction by batch postings and journal entries, daily, monthly and annually.
- G. Maintain and oversee the vendor file and issue 1099 forms in compliance with IRS regulations.
- H. Assist Grant Coordinator and Departments with grant reimbursements request and other reporting.
- I. Maintain General Fixed Asset System including recording additions and deletions and prepare depreciation schedules.
- J. Prepare required reports for the Community Development Grant Program and Revolving Loan Program loan records and submit to applicable agency.
- K. Work with the Accountant –Public Work Services to record transactions and maintain accurate ledger of County tax deed land accounts.
- L. Maintain and direct accounts payable processing.
- M. Monitor County budget and report variances.
- N. Assist Information Services or outside consultants with implementation/design of new accounting systems or improvements to the existing accounting system.
- O. Monitor applicable internal and external account receivable processes.
- P. Supervise and direct accounting staff as necessary.
- Q. Maintain the accounting records for the Marinette Menominee Twin County Airport.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Communicate orally and in writing effectively.
- D. Present information to management, small groups and individuals.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Work as team player in the absence of or with minimal supervision.
- G. Work independently and exercise sound professional judgment.
- H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- I. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- J. Memorize and retain information over long and short periods of time.
- K. Apply attention to detail.
- L. Apply procedures and interpret instructions accurately.
- M. Prioritize multiple tasks and meet scheduled deadlines.

- N. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- O. Possess ability to explore and research problems.
- P. Possess knowledge of generally accepted accounting principles.
- Q. Possess working knowledge of Microsoft Office and Quickbooks.
- R. Demonstrate management skills and ability to delegate responsibility as necessary.

QUALIFICATIONS

- A. Requires an Associate's degree in the accounting, business or related field.
- B. Requires three years experience in the accounting or business field, preferably in a government setting.
- C. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

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ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Assist with preparation of department budget, missions and goals.
- C. Attend meetings, training programs and conferences upon request of Finance Director.
- D. Perform additional duties as assigned.

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Prepared: 02/2012
 Approved: 04/30/2012

05/21/2012 Position & Job Description approved by County Board
 06/01/2012 Position pending Personnel Committee and County Board approval



Job Title: Accountant – Purchasing/Grant Coordinator

Department: Finance

Position Reports to: Assistant Finance Director

Pay Grade Level: TBD

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position performs a variety of general accounting functions and is responsible for monitoring major item purchasing and grants for the County. Direct and coordinate department staff as necessary. This position will assist and backup the other Finance Department Accountants as necessary.

ESSENTIAL JOB FUNCTIONS

- A. Assist departments with the purchase of materials, supplies, equipment and services.
- B. Assist applicable departments by monitoring, preparing, and reviewing grant applications, reimbursement requests and required reports.
- C. Maintain County cell phone contract including setting up new employees, replacements and usage audits.
- D. Monitor the County's credit cards and online purchasing, including usage, purchase and payments.
- E. Prepare and report financial data for County management and the State as required.
- F. Prepare information as required by outside auditors related to the County's independent audit and single audit.
- G. Work with County management in development and maintenance of the County's capital improvement program.
- H. Assist Information Services or outside consultants with implementation/design of new accounting systems or improvements to the existing accounting systems.
- I. Supervise and direct accounting staff as necessary.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Communicate orally and in writing effectively.
- D. Present information to management, small groups and individuals.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Work as team player in the absence of or with minimal supervision.
- G. Work independently and exercise sound professional judgment.
- H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- I. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
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- O. Possess ability to explore and research problems.
- P. Possess knowledge of generally accepted accounting principles.
- Q. Possess working knowledge of Microsoft Office and Quickbooks.
- R. Demonstrate management skills and ability to delegate responsibility as necessary.

QUALIFICATIONS

- A. Requires an Associate's degree in the accounting, business or related field.
- B. Requires three years experience in the accounting or business field, preferably in a government setting.
- C. Possess and maintain an insurance acceptable driver's license.

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- A. Work outside of normal hours when necessary.
- B. Assist with preparation of department budget, missions and goals.
- C. Attend meetings, training programs and conferences upon request of Finance Director.
- D. Perform additional duties as required.

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Prepared: 02/2012

Approved: 04/30/2012 Human Resources Director & County Administrator

05/21/2012 Position & Job Description approved by Governing Committee

06/01/2012 Position pending Personnel Committee and County Board approval



Job Title: Accountant – Public Work Services

Department: Finance

Position Reports to: Assistant Finance Director

Pay Grade Level: TBD

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position performs a variety of general accounting functions and is responsible for the fiscal management for the Highway, Maintenance and Forestry & Parks Departments. Direct and coordinate department staff as necessary. This position will assist and backup the other Finance Department Accountants as necessary.

ESSENTIAL JOB FUNCTIONS

- A. Provide technical assistance with financial management for the Highway, Maintenance and Forestry & Parks Departments.
- B. Assist management with the preparation of applicable budgets.
- C. Perform year-end closing of applicable financial records.
- D. Prepare and report financial data for County management and the State as required.
- E. Prepare information as required by outside auditors related to the departments' independent audit and single audit.
- F. Maintain and direct all accounting aspects of the County's Forestry, Parks, Maintenance and Highway Department operations.
- G. Perform all accounting for the County Motor pool.
- H. Prepare GASB 34 reporting of infrastructure (roads and bridges).
- I. Work with Account-GL to record transactions and maintain accurate records for the County tax deed land accounts.
- J. Prepare construction project vouchers, summaries and yearend worksheets.
- K. Monitor budgets, report variances and prepare appropriate transfers for the three departments.
- L. Assist Information Services or outside consultants with implementation/design of new accounting systems or improvements to the existing accounting systems.
- M. Supervise and direct accounting staff as necessary.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Communicate orally and in writing effectively.
- D. Present information to management, small groups and individuals.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Work as team player in the absence of or with minimal supervision.
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- O. Possess ability to explore and research problems.
- P. Possess knowledge of generally accepted accounting principles.
- Q. Possess working knowledge of Microsoft Office and Quickbooks.
- R. Demonstrate management skills and ability to delegate responsibility as necessary.

QUALIFICATIONS

- A. Requires an Associate's degree in accounting, business or related field.

- B. Requires three years experience in the accounting or business field, preferably in a government setting.
- C. Possess and maintain an insurance acceptable driver's license.

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- B. Assist with preparation of department budget, missions and goals.
- C. Attend meetings, training programs and conferences upon request of Finance Director.
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Prepared: 02/2012
Approved: 04/30/2012 Human Resources Director & County Administrator

05/21/2012 Position & Job Description approved by Governing Committee
06/01/2012 Position Personnel Committee and County Board approval



Job Title: Accountant - Payroll

Department: Finance
Position Reports to: Assistant Finance Director
Pay Grade Level: TBD
FLSA Status: Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible to maintain the payroll system, administer and process payroll and ensure compliance to applicable payroll policies/regulations. This position is also responsible for the preparation of salary and benefit information for the County budget, collective bargaining analysis and management decision making. Further responsibilities include processing insurance enrollments, changes to employee flexible spending and health/dental payroll deductions. This position will continually monitor Federal/State regulations, County Policy/Procedures and union contracts for compliance and direct and coordinate department staff as necessary.

ESSENTIAL JOB FUNCTIONS

- A. Process payroll.
- B. Supervise and direct accounting staff as necessary to process payroll.
- C. Calculate and prepare retiree health insurance invoices.
- D. Generate and maintain all required periodic, monthly, quarterly and year end reports for payroll processing including electronic reporting as required.
- E. Report and pay Federal/State payroll and withholding taxes.
- F. Reconcile general ledger payroll withholding accounts.
- G. Update and maintain County software program for federal/state tax, retirement, and workers compensation rates.
- H. Assist managers and employees with questions related to payroll.
- I. Process employee enrollment and change forms for deferred compensation, credit union, WPPA VEBA deductions/contributions and process the related payments.
- J. Perform payroll functions related to the Wisconsin Retirement System including enrollment, termination, monthly reports, etc.
- K. File documents/paperwork into personnel files and process enrollment and changes to employee Flexible Spending and/or health and dental payroll deductions.
- L. Work in conjunction with Human Resources to process payroll in compliance with the Family & Medical Leave Act and Worker's Compensation.
- M. Provide information and train County Department Heads to ensure the County is in compliance with contracts, policies and procedures, and state/federal regulations related to payroll.
- N. Prepare salary and benefit information as requested for financial analyst, collective bargaining and the County Budget.
- O. Calculate and process employee fringe benefits, including uniform allowances, in accordance with union contracts and the policies and procedures manual.
- P. Prepare and process Equal Employment Opportunity Commission reports as required.
- Q. Assist Information Services or outside consultants with the implementation/design of new payroll systems or improvements to the existing payroll system.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules, and regulations.
- C. Communicate effectively orally and in writing.
- D. Present information to management, small groups and individuals.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Work as team player in the absence of or with minimal supervision.
- G. Work independently and exercise sound professional judgment.
- H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- I. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- J. Memorize and retain information over long and short periods of time.

- K. Apply attention to detail.
- L. Apply procedures and interpret instructions accurately.
- M. Prioritize multiple tasks and meet scheduled deadlines.
- N. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- O. Possess ability to explore and research problems.
- P. Possess knowledge of payroll processing including monthly, quarterly and annual State/ Federal reporting.
- Q. Possess knowledge of generally accepted accounting principles.
- R. Possess working knowledge of Microsoft Office programs and Quickbooks.
- S. Demonstrate management skills and ability to delegate responsibility as necessary

QUALIFICATIONS

- A. Requires an Associate's Degree in the Accounting, Business or related field.
- B. Requires three years experience in the accounting or business field, preferably in a governmental setting.
- C. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Bend, squat, stretch and twist frequently
- D. Interact with difficult and/or stressed individuals occasionally.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Assist with preparation of department budget, missions and goals.
- C. Attend meetings, training programs and conferences upon request of Finance Director.
- A. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE 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 ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 02/2012
 Approved: 05/01/2012

05/21/2012 Position & Job Description approved by Governing Committee
 06/01/2012 Position Personnel Committee & County Board approval



Job Title: Accounting Clerk

Department: Finance
Position Reports to: Accountants
Pay Grade Level: H
FLSA Status: Non Exempt
Position Status: Full Time

JOB ANALYSIS

This position performs a variety of accounting functions within the Finance Department. This position assists/receives direction from all Finance department management.

ESSENTIAL JOB FUNCTIONS

- A. Enter county invoices and audit for compliance to County policies and procedures.
- B. Prepare, review and post various accounting journals to the financial system.
- C. Prepare and enter various general ledger journal entries.
- D. Complete payroll functions as necessary.
- E. Perform filing functions.
- F. Perform account reconciliation and worksheets as needed.
- G. Assist outside auditors as necessary.
- H. Compile monthly internal and external invoices.
- I. Serve as clerical support for the Finance Department.
- J. Perform special projects as requested.
- K. Perform billing and accounts receivable functions.
- L. Prepare and review internal and external reports as required.

REQUIRED ABILITIES

- A. Maintain security of confidential matters materials.
- B. Maintain knowledge of applicable County policy and procedures.
- C. Communicate orally and in writing effectively.
- D. Work as a team player.
- E. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- F. Establish and maintain an effective working relationship with department heads and employees.
- G. Memorize and retain information over long and short periods of time.
- H. Apply attention to detail.
- I. Apply procedures and interpret instructions accurately.
- J. Prioritize multiple tasks and meet scheduled deadlines.
- K. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- L. Possess basic knowledge of generally accepted accounting principles.
- M. Possess working knowledge Microsoft Office programs and Quikbooks.

QUALIFICATIONS

- A. Requires a High School diploma or equivalent and special coursework or college credits in the accounting field.
- B. Requires one year experience in accounting.
- C. Requires working knowledge of basic accounting principles.
- D. Requires working knowledge of basic office skills.
- E. Maintain and possess insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination
- B. Sit for long period of time

- C. Bend, squat, stretch, and twist frequently.
- D. Lift and/or carry up to 10 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Serve as backup to various positions within the department when necessary.
- B. Perform additional duties as required.
- C. Work outside of normal hours when necessary.
- D. Attend meetings, training programs and conferences upon request.

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Prepared: 02/2012, 03/2012, 04/2012

Approved: 04/26/2012 Human Resources Director & County Administrator

04/27/2012 Rated 'H' by Position Evaluation Committee

05/21/2012 Position & Job Description approved by Governing Committee

06/01/2012 Position pending Personnel committee and County Board approval