



POSITION DESCRIPTION VILAS COUNTY

SECTION I: GENERAL INFORMATION

DRAFT ☐ **FINAL** ☒

Position Title: Financial Services Coordinator	Department: Highway
Immediate Supervisor's Position Title: Highway Commissioner	FLSA Status/Pay Classification Code: Non-Exempt/
Original Description Date: July 2015	Revised Date: July 2015, September 2024
Oversight Committee: Highway	Approved Date:
Approved by: Human Resources	Approved Date: July 2015, September 2024

Job Summary:

Under the direct supervision of the Highway Commissioner, this position is responsible for organizing, maintaining, reporting, and archiving State and County personnel and financial records. It involves data entry, analysis, and operation of computerized accounting systems, including CHEMS Pro. Additionally, the role assists the Highway Commissioner with the overall day-to-day operations of the Highway Department. This position also follows direction from the County's Finance Director to complete accounting-related tasks, such as preparing journal entries for recording Highway transactions in the County's general accounting system and reconciling CHEMS account balances with the County's general account balances.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Daily Responsibilities:

- Material Oversight and Data Entry:**
 - Compile and record materials, parts, inventory, and fuel usage.
 - Code and enter expenditures and receipts in the CHEMS system, consulting with the Highway Commissioner and Finance Director on notable transactions.
- Financial Management:**
 - Reconcile expense reports and vendor invoices, process payment requests, and handle purchase requisitions.
 - Collect and document payment receipts, prepare deposits, and enter receipts into the County computer system in coordination with the County Treasurer and/or Finance Director.
 - Manage accounts receivables by taking money, recording receipts, and making deposits as necessary.
- Report and Form Management:**
 - Complete unemployment, accident, injury, and liability report forms; refer workers' compensation transactions to the appropriate office.
 - Compose memos, correspondence, reports, and other necessary documents.
- Customer Service:**
 - Respond to inquiries regarding the department's functions and activities, providing callers and visitors with appropriate information.

Monthly Responsibilities:

- Invoicing:**
 - Prepare and route invoices to the State of Wisconsin, County, and other public entities.
 - Examine invoices for proper documentation, code by vendor number, and ensure all eligible discounts are applied.
- Financial Reconciliation and Reporting:**
 - Reconcile Highway Department financial statements with the accounting systems and make necessary adjustments.
 - Prepare monthly vouchers and financial statements.
 - Perform in-house budget modifications following established policy.
- Meeting Coordination:**
 - Assist with coordinating meetings and agendas, posting meeting notices, and delivering special meeting packets as needed.
 - Transcribe and review Highway Committee meeting minutes for accuracy as needed.

Annual Responsibilities:

- Year-End Audits and Reporting:**
 - Assist the Commissioner and Shop Foreman in reconciling book inventory to physical inventory.
 - Audit accounts, prepare closing journal entries, and complete the required State annual report following closing entries.
 - Produce and distribute reports required by the State concerning shop payroll, fringe benefits, cost trends, liability

insurance, and other financial matters.

2. **Budget Preparation:**

- Assist the Commissioner with the annual budget, preparing it for input into the County financial system by line item.
- Provide various auditors with accounting records as requested.

3. **Special Assignments:**

- Charge out insurance premiums to various accounts and/or individual pieces of machinery.
- On a monthly basis, assist the Shop Foreman in charging out all maintenance and construction materials used for County, State, and Township work.

4. **Training and Representation:**

- Represent the department in accounting and data processing matters at the County and State level.
- Attend CHEMS training, bookkeeper meetings, and other relevant training sessions as necessary.

Additional Responsibilities:

- **Equipment Classification:** Classify new equipment with the State as required.
- **Fuel System Management:** Monitor fuel inventory, create new fuel keys, request bids, plan fuel orders, and submit reports as needed.
- **Other Duties:** Perform all other duties as assigned by the Highway Commissioner and comply with State-mandated accounting systems.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input type="checkbox"/> High School Diploma or Equivalent		Major Field of study or emphasis:
<input checked="" type="checkbox"/> 2 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other:	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
Valid WI driver's license and adequate auto insurance

C. Required Work Experience:

<input type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
<ul style="list-style-type: none">• Four to five years of documented experience working in an accounting, bookkeeping, or recording-keeping field, preferably in the fund accounting area. An equivalent combination of education and experience may be considered.	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

<ul style="list-style-type: none">• Requires high knowledge of the generally accepted accounting principles, emphasizing government accounting.• Must have excellent computer skills and be proficient in using Microsoft Word and Excel.• Ability to read and comprehend simple instructions, short correspondence, and memos.• Ability to maintain accurate and complete reports and prepare clear and detailed reports.• Ability to write simple correspondence.• Ability to effectively present information in one-on-one and small group situations to other employees of the organization.• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and ability to compute rate, ratio, and percent.• Applying common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

SECTION V: PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Office conditions may sometimes be stressful due to deadlines and dealing with the public. The position is primarily sedentary but includes sitting, standing, walking, climbing stairs, bending, stooping, and minimal lifting.
- While performing the duties of this job, the employee may infrequently be exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, high, precarious places, fumes or airborne particles, and moderate to occasionally loud noises.

SECTION VI: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:

SECTION VII: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.