

JOB TITLE: Accounting and Human Resources Specialist; full-time position

CLASSIFICATION and PAYGRADE: Administrative Assistant A-C (\$24.48-\$28.42)

(Negotiable. Classification and paygrade commensurate with qualifications and experience.)

Definition

Under the general direction and oversight of the WVLS Director, this position performs a variety of financial- and human resources-related duties for the Wisconsin Valley Library Service including biweekly payroll, accounts payable and receivable functions, and prepares month-end, quarterly and year-end financial statements in accordance with state and federal reporting requirements.

General Duties/Examples of Work *(The list below is intended to describe the general content of and major responsibilities for performance of the position. It is not intended to be an exhaustive statement of job duties or requirements.)*

- Provides professional and courteous support to WVLS staff, trustees and member libraries.
- Performs all tasks associated with bi-weekly payroll and bill runs.
- Processes state/federal tax reports; W2s, 1099s, 941s and other required reports.
- Processes invoices and receipts.
- Manages investment of funds.
- Manages funds for which WVLS acts as a fiscal agent.
- Produces spreadsheets, financial information/reports as needed.
- Monitors employee salary and benefits schedules.
- Reviews and revises personnel policies as needed.
- Assists staff with personnel matters and troubleshoots issues specific to employee benefits.
- Reviews insurance policies to determine adequate coverage and implements changes as needed.
- Ensures compliance with state and federal reporting requirements.
- Attends meetings of the WVLS Board of Trustees when appropriate.
- Assists with the annual WVLS audit.
- Performs other activities as requested by the Director.

Knowledge, Skills and Abilities

- Proficiency and thorough knowledge of automated accounting systems and Excel programs.
- Comprehensive understanding of budget development.
- Comprehensive understanding of internal controls.
- Proficiency and thorough knowledge of current technologies, applications, and office equipment.
- Strong computer skills; proficient in Microsoft Office programs such as Excel and Word
- Ability to develop spreadsheets and financial reports and present with them.
- Proficiency in use of calculator, photocopier, computer workstation and communications tools.
- Excellent interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with WVLS staff members and trustees, member library personnel and trustees, and municipal and county boards.
- Strong written/oral communication skills.
- Professional behavior and positive attitude.
- Ability to work in a cooperative environment.
- Demonstrates interest in new and emerging technologies and processes which impact WVLS services and office functions.
- Ability to perform assigned tasks independently and with minimal supervision.
- Ability to prioritize workload, manage diverse tasks and complete projects in a timely manner.
- High level of organization, focus, exceptional attention to detail and strong follow-up skills

- Commitment to quality, accuracy, and efficiency.
- Strong initiative, self-directed, energetic.
- Valid Wisconsin driver's license and means of transportation.

Education and Experience

- Two- or four- year accredited degree in accounting.
- Minimum of 2 years general accounting experience. Payroll experience a plus.
- Experience with accounting software required. QuickBooks experience a plus.
- Experience developing spreadsheets and financial reports.
- Experience analyzing and presenting data.
- Government accounting experience is a plus.
- Experience drafting personnel policies is desirable, but not required.

Mental Requirements

- Analytical skills: Resolve novel and diverse work problems; identify problems and potential areas for improvement; utilize available information sources in decision making; develop feasible, realistic solutions to problems. Ability to interpret financial- and policy-related information. Ability to prioritize workload.
- Communication Skills: Effectively communicate ideas and information both in written and oral forms and in standard English; receive incoming information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
- Reading Ability: Effectively read and understand information contained in professional resources, documentation, memoranda, reports and bulletins.
- Mathematical Ability: Perform basic arithmetic [addition, subtraction, multiplication, and division], using whole numbers, common fractions, and decimals. Compute rate, ratio, percentage, and draw and interpret graphs and charts.
- Time Management: Manage multiple projects, set priorities, and meet project and assignment deadlines.

Physical Demands

- While performing duties of this job, the employee is required to work on a computer for long periods of time; use hands to write, grasp, and keyboard; talk; hear; stand, walk, and with hands and arms; and lift and/or move up to fifty (50) pounds.
- Specific vision abilities which may be involved with this position include close vision, distance vision, depth perception, and ability to adjust or focus.
- The ability to drive is required.

Work Environment

- Heated and air-conditioned office environment. Noise level is usually low to moderate.
- Friendly and courteous staff.
- Must be able to lift or carry equipment and work in awkward positions and circumstances on occasion.
- Consistent and punctual attendance is required for employment.
- A valid Wisconsin driver's license and means of transportation are required for employment.