



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Financial Associates II - CLTS

LOCATION: Oshkosh DHS

HIRING RANGE: \$19.62 - 21.81/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *July 2025*

POSITION TITLE: Financial Associates II - CLTS

DEPARTMENT: Human Services – Administrative Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs a variety of financial, billing, and administrative functions in support of the Family Support Team in the Human Services Department, in accordance with generally accepted financial practices, state regulations, and department procedures.

ESSENTIAL FUNCTIONS:

1. Creates and amends authorizations for the Family Support Team. Uploads approved authorizations to the automated state systems for the purpose of provider claims and

payments through Children's Long-Term Support (CLTS) waiver funding. Manages all errors and denied authorizations.

2. Reviews and tracks Declaration of Income (DOI) forms from families enrolled in CLTS waiver. Uses the DOI forms to calculate Parental Fees and enters this information on the Child's Individual Service Plan (ISP).
3. Makes procurement card purchases for the Family Support Team from approved assistance authorizations. Creates LUNA ISP authorizations to cover these purchases for internal billing purposes. Reconciles the credit card charges in the County's financial management system per finance policies and procedures.

ADDITIONAL ESSENTIAL DUTIES:

1. Creates ISP and case management authorizations for new consumers.
2. Assists with annual ISP and authorization creation process.
3. Assists with testing in the medical billing client data base as needed.
4. Attends the following meetings and trainings: State WISLINE, Gainwell meetings, and Family Support Team meetings.
5. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
6. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Financial Supervisor – Human Services.
2. Works regularly with Human Services Department employees.
3. Establishes a network of contacts with the state and providers.
4. Takes calls and responds to authorization questions from providers and staff.
5. Works with the Information Systems staff on client data base.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School Diploma.
2. Associate's degree in accounting or business preferred.
3. A minimum of two years of related experience, working with authorizations, client accounts, or purchasing.
4. Working knowledge of office procedures, practices, and equipment gained through some practical experience.
5. Computer skills with Microsoft Office applications and significant level of Excel experience.
6. Ability to travel to other locations with possession of a valid driver's license and access to a vehicle.
7. Must provide evidence of meeting or exceeding Winnebago County automobile insurance policy requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work within an automated Electronic Health Record (EHR) data base.
2. Ability to interpret an EOB (Explanation of Benefits).
3. Ability to apply rules and policies to daily work.
4. Ability to perform duties in a fast-paced work environment.
5. Ability to communicate effectively, both orally and in writing.
6. Possession of high degree of organizational and problem-solving skills.
7. High degree of accuracy.
8. High degree of computer literacy.
9. Skill in using office software including spreadsheets.
10. Knowledge and understanding in Trauma Informed Care principles and practices, and a strong commitment to fostering a positive, healthy work culture.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
 2. Ability to function in situations encountered in a normal office setting.
 3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
- Ability to travel to other County departments and locations.