



Winnebago County  
*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** IT Accountant  
**LOCATION:** Information Technology  
**HIRING RANGE:** \$22.73-\$25.30/Hr.  
**STATUS:** Full time  
**HOURS PER WEEK:** 37.5 - 40  
**WORK HOURS:** 8:00 am – 4:00 pm/flex

**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 [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION March 2023

**POSITION TITLE:** IT Accountant  
**DEPARTMENT:** Information Technology  
**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

The purpose of this position is to coordinate the financial accounting and purchasing activities of the Information Technology department. This position also assists other departments in their technology purchasing process.

### **ESSENTIAL FUNCTIONS:**

1. Prepares the Information Technology department's annual budget. Monitors and maintains records pertaining to the activities within the technology replacement fund and other IT department projects. Advises the department on financial status for short-term and long-range planning related to the budget.
2. Serves as confidential assistant to the Director of Information Technology. Assists in preparation of some confidential files and employee records. Tracks IT staff regarding appropriate vehicle use – current insurance and valid driver's license.

3. Performs several additional administrative duties for the office overall including, but not limited to, invoice payment, receiving of orders, external agency charges, new contracts and contract renewals, fixed asset inventory changes, technology physical inventory, budget reports, monitoring expiration of maintenance agreements, tracking licensing renewals, department supplies and mail.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Maintains and reviews monthly MUNIS general ledger reports – checks for posting inconsistencies and processes journal entries to rectify.
2. Maintains records related to our joint fiber agreements, bills back partners proportionately based on work completed, processes Digger's Hotline and locator costs.
3. Solicits and receives quotes, researches available and applicable State bids, prepares and processes requests for purchase, purchase orders, and invoices for payment.
4. Coordinates service and repairs for the Information Technology department vehicle.
5. Maintains, orders, stocks, and distributes supplies for the Information Technology department.
6. Distributes daily office mail and processes outgoing mail for IT.
7. Assists with departmental project tasks.
8. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Director of Information Technology.
2. Works with entire IT staff, other County department representatives relative to technology procurement, and vendors.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Associate's degree in accounting.
2. A minimum of two years related work experience.
3. Equivalent combination of experience and education that provides the skills necessary to perform the job.
4. Ability to pass a strict background check and fingerprinting for security compliance.
5. Possession of a valid Wisconsin Driver's License and maintenance of insurance levels in accordance with County standards.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the generally accepted principles and practices of accounting with additional knowledge of the procedures involving governmental accounting and budgeting.
2. Ability to work effectively with minimal supervision and meet deadlines.
3. Strong written and verbal communication skills including listening skills.
4. Fundamental computer literacy with proficiency in spreadsheet programs, word processing programs, and ability to assist in developing specialized programs as needed.
5. Computer skills including Microsoft Office applications and ability to learn and use software.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to function in situations encountered in a fast paced, frequently changing industry.
2. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
3. Ability to perform most work from a sedentary position.

4. Ability to travel to other County department locations or occasional out-of-town assignments.
5. Availability of occasional evening or off-hours work.