

# Winnefox Library System Position Description

**Position:** Accountant  
Full-time, non-exempt position

**Date:** July 31, 2024

**General Purpose:**

To take lead on the maintenance and reporting of financial data for Winnefox’s contractual organizations and to assist in the creation, maintenance, and reporting of financial data for the Winnefox Library System. Tasks will include recording financial transactions, tracking completion of accounting procedures, creating financial reports, and processing payroll as well as other duties related to accounting and human resource administration.

The position supports the following administrative functions: accounting, purchasing, and human resources.

**Supervisor:** Business Manager

**Salary Matrix Level:** E

## Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
<p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>• Code invoices for payment, reviewing invoices for correctness.</li> <li>• Monitor credit card charges, payment discrepancies, and miscellaneous charges.</li> <li>• Enter accounts payable, requisitions and requests for checks into accounting software, and process payments upon approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices are reviewed for completeness and entered into the accounting software correctly.</li> <li>• Invoices are processed according to schedule.</li> </ul>
<p><b>Accounts Receivable</b></p> <ul style="list-style-type: none"> <li>• Prepare and make deposits.</li> <li>• Record and track all revenues as necessary.</li> <li>• Execute contracts and agreements to process county payments, contractual services, etc.</li> <li>• Process refunds.</li> <li>• Create and issue statements.</li> <li>• Monitor overdue accounts.</li> </ul>	<ul style="list-style-type: none"> <li>• Deposits are prepared correctly.</li> <li>• Contracts are processed correctly and in a timely manner.</li> <li>• Overdue accounts are monitored, and efforts made to bring accounts up to date according to procedure.</li> </ul>

<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Assist with completion of library and system annual reports as necessary.</li> <li>• Complete statistical and financial reports for trustee reports as necessary.</li> <li>• Complete fine payment (ecommerce) reports as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Statistical reports are timely and accurate.</li> <li>• All prepared lists are monitored for up-to-date information.</li> </ul>
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<p><b>Audit</b></p> <ul style="list-style-type: none"> <li>• Prepare accrued payroll at end of year</li> <li>• Prepare compensated absences report</li> <li>• Prepare schedule of depreciation</li> <li>• Prepare audit materials as needed by auditor</li> <li>• Facilitate the auditor visit and direct tasks as needed.</li> <li>• Prepare Trial Balances</li> </ul>	<ul style="list-style-type: none"> <li>• Audit reports are completed in a timely manner.</li> <li>• Staff are prepared to assist in the audit process.</li> <li>•</li> </ul>
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<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>• Manage payroll workflow.</li> <li>• Process year-end tax reporting (W-2, W-3, 1099-Misc. etc.).</li> <li>• Understand proper taxation of employer paid benefits.</li> <li>• Analyze, interpret, modify, and set up internal and external documents in processing payroll liabilities.</li> <li>• Process payroll deductions and increases such as premium payments, flex spending, pay increases, or step increases.</li> <li>• Manage the web-based ACH transfer of payroll.</li> <li>• Print payroll reports as necessary.</li> <li>• Maintain and modify organization and employee records on benefit and vendor government sites with a high security level to maintain confidentiality and security of employee records, payroll information and benefits.</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll is processed in a timely and accurate manner.</li> <li>• Employee records are accurate and up to date.</li> <li>• Internal and external documents are processed accurately and in a timely fashion.</li> </ul>
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<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• Track and manage benefits such as accrual and use of paid time off.</li> <li>• Track FMLA usage.</li> <li>• Process workers compensation claims.</li> </ul>	<ul style="list-style-type: none"> <li>• Paid time off is recorded in a timely and accurate manner and staff are kept up to date of their balances.</li> <li>• Personnel records, personnel policies, and web-based information is up to date and accurate.</li> </ul>
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<ul style="list-style-type: none"> <li>• Assist with flexible spending, health, and income continuation insurance as well as other benefits.</li> <li>• Keep up to date and accurate personnel records as necessary.</li> <li>• Assist with the upkeep of employee handbooks and training manuals.</li> </ul>	
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<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Represents Winnefox Library System with accounting contractual partners</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual partners are knowledgeable about the services provided to them</li> <li>• Contractual partners receive clear communication from Winnefox Library System</li> </ul>
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**KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent interpersonal and customer service skills with the ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the public.
- Valid Wisconsin driver’s license.
- Proficient in Microsoft Office Suite and QuickBooks or software.
- Excellent verbal and written communication skills.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Experience with or ability to learn web content management software.
- Excellent time management skills with the ability to prioritize tasks and meet deadlines.
- Ability to work independently to execute oral and written instructions; willingness to request clarification as needed.
- Excellent organizational skills, and attention to detail.
- Thorough understanding of policies and procedures used in accounts receivable, payroll, billing and accounts payable.
- Ability to anticipate work needs and solve problems as they arise.
- Ability to create and maintain confidential and meticulous records.

**REQUIRED EDUCATION AND/OR EXPERIENCE**

- Associates Degree in Accounting or equivalent required.
- At least four years relevant office experience or a combination of education and experience judged sufficient to carry out the essential functions of the position.

**TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software including computer, calculator, photocopier, telephone and printers.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

**WORK ENVIRONMENT**

Typical office environment. Occasional travel outside the office is required.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.