

# Job Descriptions\*

**POSITION TITLE:** Accounting Assistant  
**DEPARTMENT:** Administration  
**STATUS:** Full-time, FLSA Non-Exempt, Non-represented  
**REPORTS TO:** City Administrator,  
Finance and Purchasing Committee

**Education Levels:**  
**Min:** HS Diploma  
**Preferred:** Associates Degree  
**Ideal Add'l:** N/A

**Personnel Committee Recommendation:** June 11, 2024

**Council Approval:** June 11, 2024

## WORK HOURS & CONDITIONS:

Work hours generally coincide with City office hours, 8 am - 4:30pm. This position will have some seasonal increases to workload as well as attends to two evening Finance Committee meetings a month, which may extend hours beyond the normal forty-hour work week. However, the City does allow the employee to earn overtime as necessary. Work is performed in a normal office setting.

## POSITION SUMMARY:

Perform and/or supervise the accounting function for the City under the direction of the City Administrator and Common Council. Work is clerical nature in the area of municipal accounting, payroll, tax collecting, bookkeeping, finance, and financial reporting. In the absence of the City Administrator, this position is authorized to perform statutory duties of Treasurer.

## PRINCIPAL DUTIES:

- Responsible for all day-to-day financial records following governmental accounting principles.
- Responsible for all cash and cash records for the City, including accounts payable, accounts receivable, miscellaneous billing, and monthly general journal entries.
- Responsible for monthly reconciliation and to provide financial reports internally, as desired or requested, and externally, as required or directed.
- Maintains payroll records, and files reports and payments to state and federal agencies. Maintain payroll attendance cards for all employee, tracking compensatory time, overtime, paid time off, and FMLA. Inform department heads on status of these items on periodic basis.
- Coordinate, document, and monitor the hiring process, onboarding, and annual benefit enrollment.
- Oversee and maintain the Workers Compensation Insurance program, claims, and workplace injury/illness reporting.
- Upon advice and direction of the City Administrator, transfer funds between bank accounts.
- Maintain special assessment payment records for the City and also responsible for maintenance of other special charges that are to be included in the tax roll.
- Prepares tax roll and tracks all receipts related to the tax roll, including lottery credits, and cooperates with Juneau County, the Western Wisconsin Technical College and the Mauston Area School District, to assure proper payment and maintenance of tax records. Maintains mobile home tax roll receipts and records.
- In the absence of the Administrator, perform statutory duties of the municipal Treasurer.
- Provides back-up for others within the office as needed, and works with other employees of the City as a team to encourage a unified organization.
- Other duties as assigned by the City Administrator.

## QUALIFICATIONS:

- Education: HS Diploma; Preferred-Associates Degree.
- Data clerical entry with cash handling experience necessary.
- Associates Degree in Accounting Preferred, but not required.
- Must be bondable.

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**SKILLS AND ABILITIES:**

- Has the ability to learn and understand the accounting and financial management practices. Perform duties and adhere to legal requirements of best accounting practices.
- Able to efficiently and effectively operate standard office equipment.
- Efficiently operate computer hardware and software related to municipal, administrative and accounting functions.
- Maintain strict confidentiality with all information that employee comes in contact with.
- Exercise good professional judgment and integrity.
- Communicate effectively, both orally and in writing. Establish and maintain good working relationships with the administrative staff, the Mayor, elected officials and related boards, City employees, other municipalities, and the community.
- Perform difficult and responsible work with independence and discretion, with minimum supervision. Start and complete assigned tasks without supervision, following oral and written instructions.
- The employee in this position is required to deal with the public on a daily basis. This citizen contact may expose the employee to a moderate amount of stress when dealing with irate or frustrated citizens. The employee must have the ability to deal with this stress in an effective manner and not react adversely or allow their personal feelings or temper to interfere in their relationship with the citizens.

**MANAGEMENT STATEMENT:**

These position descriptions have been prepared to assist in defining work hours and conditions, job responsibilities, and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

These position descriptions do not constitute an employment agreement between the employer and employee. These descriptions are not intended to limit or modify the right of any supervisor or supervising governmental body to assign, direct and control the work of employees under supervision. The City of Mauston retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

By my signature below:

- I acknowledge that I received a copy of this job description.
- Any questions and/or concerns have been addressed with me.

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**Signature**

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**Printed Name**

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**Date**