



HUMAN RESOURCES DEPARTMENT
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Accounting and Payroll Specialist

The City of Pewaukee has an opening for full-time Accounting and Payroll Specialist. The pay range is \$21.40 ~ \$24.46 per hour based on qualifications and experience and includes a generous benefits package.

The Accounting and Payroll Specialist is responsible for supporting the Senior Accountant & Budget Analyst, with primary duties involving accounts receivable, payroll processing, and Utility accounting. Work is performed under the limited supervision of the Clerk/Treasurer.

Examples of the specific duties for this position include:

- Processing of UMS transactions including account maintenance, adjustments, write-offs, tax roll preparation, payments, refunds, and ACH transactions.
- Accounts receivable for all City and Utility departments, including ACH transmissions, invoicing for services, and referrals to collections.
- Maintain accurate and complete postings to accounting records/software programs and files/filing systems; conduct monthly and annual reconciliation of liability, expense and income accounts, including bank reconciliations, and prepare related reports, documents and journal entries.
- Process bi-weekly payroll, including maintaining related records, filing tax and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, and preparing accounting transactions and documents.
- Track employee insurance coverages and verify against payroll to ensure correct deductions; monthly calculate employee WRS contributions, submit monthly reports, and complete year-end reconciliation.
- Oversight of special assessment letters and title company inquiries.

Qualified applicants will possess 1) a Bachelor's degree in accounting, finance, business or related field, 2) moderate experience working in accounting and payroll - a combination of education and experience that provides equivalent knowledge, skills and abilities will also be considered. Qualified applicants will also be required to become a Notary public within one year and obtain Municipal Treasurer of Wisconsin Certification within first three years of employment.

Completed applications are mandatory and can be found online at the Employment Opportunities page of the City of Pewaukee website, www.cityofpewaukee.us.

Applications must be received by February 1, 2019.

The City of Pewaukee is an equal opportunity employer.