



TO: ALL APPOINTED AND ELECTED OFFICIALS
FROM: HUMAN RESOURCES DEPARTMENT
DATE: APRIL 23, 2018
SUBJECT: NON-BARGAINING UNIT VACANCY

Applications may be completed on-line at www.wincoil.us.

CLERK II – FINANCE
HEALTH DEPARTMENT – GRADE 11 \$12.13 TO \$14.45 PER HOUR

The Clerk II position is responsible for the preparation and submission of payroll including allocation of time and assisting with the billing of expenses for various grant funders.

EXAMPLES OF WORK DUTIES:

Under direct supervision, performs the following job functions within the framework of Winnebago County Health Department's provisions of core functions and essential services of public health:

- Adheres to WCHD policies, procedures and standards in assisting clients and staff with various functions such as Intake, Registration, Records, Insurance/Billing, etc.
- Perform periodic review of time and attendance software used to generate financial sub-systems reports for ease of use
- Generate accurate and timely financial statistics and amounts
- Maintain client records
- Provides data to WCHD staff as requested in order to perform data analyses
- Greet and offer assistance to clients presenting for services
- Perform cashier duties by collecting money for services
- Process bi-weekly payroll
- Update and maintain necessary employee information necessary for payroll completion
- Participate in activities such as time studies that contribute to the development of budgets and efficient use of resources
- Work as a multifunctional team member with other clerical staff members by responding to clients to ensure quick and efficient customer service.
- May be designated to handle cashier responsibilities for programs by collecting money for services rendered to ensure fiscal and grant requirements are met.
- Competes all other duties as requested or assigned.

HIRING REQUIREMENTS:

Requires a high school diploma or GED with two years financial experience. Must be computer literate and be proficient in oral and written communication skills.

Posted: 4/23/18

EOE

Expires: 5/13/18