

Crawford County Human Services Department
Position Opening – Accounting Specialist

Crawford County Human Services Department is accepting applications for the position of Accounting Specialist. DUTIES: This position performs or assists with duties related to budgeting, state reporting, reconciling accounts, and maintaining agency accounts payable and receivable. Other duties include but are not limited to: assisting in fiscal management of agency programs, compliance work with vendors and advanced accounting tasks as assigned. REQUIREMENTS: Bachelor Degree in Accounting or any equivalent combination of experience and education which provides the required knowledge, skills, and abilities. Knowledge of fund accounting a plus.

Salary: \$38,239.50/year beginning; \$43,134/year after successful completion of the introductory period and training. Excellent fringe benefits.

TO APPLY: Crawford County Application for Employment is available on the Crawford County website or can be picked up from Human Services. Applications are required for consideration of employment and are due by 4 PM on December 9, 2016. Submit application and resume via mail, e-mail or fax to:

Crawford County Human Services Department
Attention: Dan McWilliams, Director
225 N. Beaumont Road, Suite 326
Prairie du Chien, WI 53821
Email: dmcwilliams@crawfordcountywi.org
Fax: (608)326-4395
Equal Opportunity/Affirmative Action Employer