



EMPLOYMENT OPPORTUNITY

City of Wisconsin Rapids

The City is hiring a Financial Support Specialist to provide accounting support to the Finance Department. Responsibilities include but are not limited to the following:

- Serves as a central contact for Finance customers.
- Performs counter services, including cash handling and payments processing.
- Assists with the financial audit by preparing work papers and making journal entries.
- Enters data into an Accounting Management System.
- Prepare monthly Bank/Cash reconciliation and other general ledger accounts.
- Counts currency, coin, and checks in cash drawer at the end of the day, reconciles to various subsystems, and prepares deposit slip for bank deposit.
- Prepares special assessment letters and billings for title companies.
- Records payments to ambulance billing system, tax, and financial systems. Assists with mailing delinquent notices, and enters payment arrangements.
- Serves as primary back-up for the Payroll/Accounting Technician in their absence.

The successful candidate will understand general accounting principles and have strong time management, problem solving, and customer service skills.

Requirements for this position are a High School Diploma (or equivalent) and an Associate Degree in Accounting or directly related field is required, with one to three years' increasingly responsible administrative experience; or any combination of experience and training that provides equivalent knowledge, skills, and abilities to perform the job. Proficiency in computer skills required, especially Microsoft Excel, Access, and Word. Experience with GCS tax collection and Tritech ambulance billing software applications preferred.

Starting wage is \$22.39 perhour, with an excellent fringe benefit package.

Applications will be accepted through January 26, 2024. Please submit cover letter, resume, and applications to Recruitment@wirapids.org.

Applications can be found at this link:

https://www.wirapids.org/uploads/1/0/3/3/103347874/application_rev_3.15.22.pdf

If you require assistance during the application process, please call 715-421-8214. The City of Wisconsin Rapids is an equal employment opportunity employer.