

Marquette County is hiring a full-time Accounting Specialist to join our Administrative Fiscal Team.

Pay Range: \$22.37 – \$25.00 per hour

Location: Montello, WI

Position Summary

Under the general supervision of the Lead Accountant, this position is responsible for maintaining the financial accounts and records for Marquette County. The Accounting Specialist performs a variety of accounting, auditing, and clerical functions as delegated by the Lead Accountant. This position will also serve as a backup to the County payroll function, assisting with payroll processing and related tasks as needed to ensure continuity of operations.

Qualifications

- Associate Degree in Accounting, Finance, or related field **OR** 3–5 years of experience in accounting without a degree.
- Strong computer skills, including spreadsheets, word processing, and databases.
- Excellent organizational, analytical, and communication skills.

Benefits

- Vacation provided up front
- 13.5 paid holidays (including 2 floating holidays)
- 8 hours of sick leave per month
- Employer-paid life insurance equal to one year's salary
- Employee Assistance Program (EAP)
- Employer match to Wisconsin Retirement System (WRS)
- Employer contribution to low-deductible health insurance (includes Wellness Plan) and dental insurance

Additional employee-paid options: vision, accident insurance, critical illness insurance, short- and long-term disability, county cell phone plan, additional life insurance, and extra contributions to deferred comp or ROTH plans.

How to Apply

Position is open until filled. Please send a resume and cover letter to:

 mzuehls@marquettecountywi.gov