

Posted 06/17/2026



GRANT COUNTY
— HUMAN RESOURCES —

Finance Director / County Auditor

Grant County is seeking an experienced, strategic, and detail-oriented **Finance Director / County Auditor** to lead the County's financial management program and serve as a key advisor on fiscal operations, reporting, compliance, and long-range financial planning. This position reports to the County Administrator and plays a central role in maintaining strong financial systems, supporting the annual budget process, coordinating audit activities, and promoting consistent county-wide fiscal practices.

Benefit Position: 80 hours bi-weekly; Monday-Friday, 8 a.m. to 4:30 p.m.

Salary: \$4,195.20 starting bi-weekly

Minimum Qualifications

Education:

1. Bachelor's degree from an accredited college or university in Accounting or Business Administration or related field
2. Certified Public Accountant (CPA) licensure is preferred. Candidates who are actively pursuing CPA licensure or who bring comparable governmental finance leadership experience will also be considered.

Experience:

1. Four or more years' experience of professional auditing or accounting
2. Experience in governmental auditing and accounting
3. Experience in budget management and systems analysis

Note: Equivalent combinations of job-related education and experience may be considered

How to Apply

A Grant County application and job description may be obtained on www.co.grant.wi.gov (under employment opportunities) or by contacting Grant County Human Resources (608) 723-2540.

To apply, submit a **letter of interest, resume, and Grant County application** to the below address or email to employment@co.grant.wi.gov.

Screening of applicants will begin immediately and will continue until the position is filled.

Grant County Human Resources

111 S. Jefferson St. - P.O. Box 529
Lancaster, WI 53813

Grant County is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work-related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: Finance Director/County Auditor

DEPARTMENT/ AGENCY: Finance

IMMEDIATE SUPERVISOR County Administrator

PAY RANGE: Q

FLSA: Exempt - Administrative

NATURE OF WORK

This position will serve as the County Auditor and direct, develop, and coordinate the County's overall financial management program. This includes but is not limited to the development, implementation, and administration of a fund-based accounting and financial reporting system. This position will also oversee departmental accounting and reporting methods for all departments in Grant County.

MINIMUM QUALIFICATIONS

Education:

1. Bachelor's degree from an accredited college or university in Accounting or Business Administration, or a related field
2. Certified Public Accountant (CPA) licensure is preferred. Candidates who are actively pursuing CPA licensure or who bring comparable governmental finance leadership experience will also be considered.

Experience:

1. Four or more years of professional auditing or accounting experience preferred
2. Experience in governmental auditing and accounting preferred
3. Experience in budget management and systems analysis work is desirable

Note: Equivalent combinations of job-related education and experience may be considered

Knowledge, Skills, and Abilities:

1. Knowledge of the principles and theory of accounting and auditing
2. Knowledge of Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB)
3. Knowledge of Governmental Accounting and Financial Reporting (GAAFR)
4. Knowledge of laws, regulations, and administrative rules governing municipal financial management
5. Knowledge of governmental accounting, cost analysis, and a concise appraisal of administrative fiscal management
6. Ability to apply the principles and theory of accounting and auditing to the required governmental standards
7. Ability to produce meaningful and useful information data
8. Ability to prepare and analyze complex reports, financial statements, and relevant data pertinent to audits and required reporting to other governmental agencies
9. Ability to analyze, summarize, and present financial information clearly and concisely
10. Ability to maintain confidentiality of information concerning the County's position in labor relations

11. Ability to establish and maintain effective working relationships with the public and governmental officials, department heads, and employees
12. Ability to work effectively and harmoniously with others

ESSENTIAL FUNCTIONS

Under general direction

1. Responsible for creating, updating, and coordinating with all departments the implementation of financial procedures, fiscal reporting, and accounting methods; monthly and periodic reconciliation of account and financial statement balances, budget preparation, and budget management
2. Maintain the County's general ledger, recording receipts and disbursements of money
3. Assist in pre-auditing of bills and other county expenditures
4. Make recommendations to the Executive Committee and to the County Board for the need to change accounting methods and systems to conform to reporting and auditing standards as required by rules or law
5. Close Highway Department books annually and provide closing entries and a trial balance to department staff
6. Responsible for completion and/or oversight of accounting activities for the Social Services Department, including processing of vendor payments, preparation of contract reimbursement claims, and financial reporting and analysis.
7. Prepare pre-audit supporting schedules for annual review by the independent auditor to reduce the amount of time and cost of the annual audit; serve as the liaison between the county departments and work with the auditors while they are conducting the audit; prepare MDA and Schedules of State and Federal Awards for audit report
8. Provide a balance sheet and financial statement for the County Board annually
9. Responsible for supervising the opening and closing of the County books of account, and reconciling closing balances to the budgetary financial statements for the year
10. Assist the Executive Committee and the County Board in preparing statistical data in support of financial goals
11. Responsible for planning, organizing, and assisting the County Administrator in the preparation and adoption of the annual budget for the County
12. Calculate and prepare apportionment sheets for municipalities
13. Prepare and submit the levy limit worksheet to the Department of Revenue
14. Confer with the Human Resources Manager on the fiscal impact of proposals received from the employee unions and provide costing information to the Human Resources Manager with respect to the County's proposals for labor negotiations
15. Prepare and enter General and Appropriation journal entries
16. Reconciling payroll withholding accounts and annual W-2 reports as required
17. Oversee preparation of federal and state withholding, unemployment, and retirement reports
18. Reconcile all cash accounts with departments, including balancing Treasurer's Cash with the County Treasurer monthly
19. Oversee payroll and general voucher computer input
20. Prepare the annual Financial Report Form to the Department of Revenue for Grant County as required by Section 73.10(2) of Wisconsin Statutes
21. Track, monitor, and implement state and federal law and tax changes related to income tax, payroll, arbitrage regulations, single audit requirements, tax rate freeze formulas, etc.
22. Perform duties of County Auditor as prescribed by Sec. 59.47 of Wis. Statutes
23. Establish county-wide uniform policies in financial procedures, fiscal reporting, accounting methods, payroll procedures, and budget preparation
24. Establish, with the approval of the Executive Committee, fiscal policies of the County to ensure uniform operation

- 25. Provide advice, counsel, and direction to all department heads to the extent necessary to ensure effective administration and implementation of approved fiscal policies, plans, and programs
- 26. Perform such other administrative duties as may be required by the County Board

SUPERVISION RECEIVED

Works under the general direction of the County Administrator. Work plans are defined in terms of objectives and policy priorities. Work is performed with considerable independence and professional judgment, consistent with established laws, regulations, and organizational policies.

SUPERVISION EXERCISED

Supervises the Accountant and Accounting Assistant; exercises supervision over departmental accounting and reporting methods for all departments in Grant County.

ENVIRONMENTAL FACTORS

Works in a general office setting; dexterity in moving, picking up objects, and operating office equipment is required; may sit for extended periods of time.

CLOSING STATEMENT

This description has been prepared to assist in evaluating the duties, responsibilities, and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 06/17/2026

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___
Date