

Posted 5/8/2026



**Unified Community Services**  
Serving Grant and Iowa Counties

## Finance Manager

**Unified Community Services** is seeking a **Finance Manager** to oversee financial and administrative operations, including accounting, billing, budgeting, audits, contracts, and reporting. This position also supervises bookkeeper and patient accounts staff and works closely with the Agency Director to support effective fiscal management and agency operations.

**Benefit Position:** 80 hours biweekly; Monday through Friday, 8:00 a.m. to 4:30 p.m.

**Starting Salary:** \$3,030.40 biweekly; higher step placement may be considered based on qualifications

### Education and Experience Requirements

- Bachelor's degree in accounting, business administration, or a related field
- A minimum of two years of relevant experience, or an equivalent combination of training and experience
- At least two years of supervisory or lead work experience is desirable
- Strong knowledge of accounting practices, budgeting, reporting, audit preparation, and staff coordination is essential

### How to Apply

A Grant County application and job description may be obtained on [www.co.grant.wi.gov](http://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](mailto: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 Manager

**Department / Agency:** Unified Community Services

**Fair Labor Standards Act (FLSA) Status:** Exempt

**Pay Grade:** L

**Immediate Supervisor:** Agency Director

### Responsibilities

#### I. Financial Operations

- A. Manage and maintain the agency's accounting system in accordance with established policies and procedures.
- B. Oversee billing and collection processes and ensure timely follow-up on outstanding accounts.
- C. Administer purchasing processes consistent with agency procedures.
- D. Administer inventory control processes consistent with agency procedures.
- E. Collect, analyze and disseminate financial data.
- F. Manage the billing portion of the information system and coordinate needed updates with appropriate staff or vendors.
- G. Maintain systems for tracking financial data for programs.
- H. Support facility rate-setting processes by compiling and analyzing financial information.
- I. Collect, review and elevate significant issues related to sub-recipient audits to the Agency Director.
- J. Coordinate preparation for the annual audit and serve as staff liaison to auditors.

#### II. Budgets

- A. Assist the Agency Director and management staff in preparing the annual agency budget.
- B. Manage agency budgets and report material variances, trends, and concerns to leadership.
- C. Collect, analyze and disseminate budget data.
- D. Recommend budget adjustments based on operating needs and available financial data.

#### III. Contracts

- A. Assist in developing and maintaining purchase of service contracts with contracted facilities and services.
- B. Support vendor rate review and provide cost data and analysis for leadership consideration.
- C. Prepare contract addendums as needed.
- D. Monitor contract requirements and prepare files for audit.

#### IV. Supervise Bookkeeper and Patient Accounts Staff

- A. Recommend candidates to fill vacant bookkeeper and patient accounts positions, subject to Agency Director approval, and provide orientation.
- B. Train or arrange for the training of staff.
- C. Supervise and coordinate activities of staff.
- D. Set working days and hours of bookkeeper and patient accounts staff to assure adequate staff coverage.
- E. Complete performance evaluations of bookkeeper and patient accounts staff.

- F. Inform staff of new and revised policies and procedures.
- G. Conduct regular department staff meetings.

## **V. Information Technology**

- A. Coordinate with contracted IT vendors to provide dependable systems, software and hardware.
- B. Provide basic technical assistance and support to staff on issues related to computer systems, software and hardware.
- C. Assist in training computer users.
- D. Assist in system implementation, upgrades and updates.

## **VI. Other General Responsibilities**

- A. Participate in management meetings as assigned.
- B. Assist in implementing departmental goals and complete annual report.
- C. Be knowledgeable of and adhere to agency policies and procedures.
- D. Dress appropriately for position and function.
- E. Possess valid driver's license and dependable transportation.
- F. Maintain minimum of \$100,000 automobile liability insurance on each vehicle driven for agency business.
- G. This position implements financial policies established by the Agency Director and governing body and does not serve as the chief financial officer of the agency.
- H. Major financial recommendations, policy changes, banking relationships, and audit responses require Agency Director approval.

## **VII. Other Duties as Assigned**

### **Qualifications**

#### **I. Education, Experience and Background Requirements**

- A. Graduation from an accredited college or university with a bachelor's degree in accounting, business administration, or related field; a minimum of two years of relevant experience; or an equivalent combination of training and experience.
- B. At least two years of experience in a supervisory or lead work position desirable.
- C. Completion of Caregiver Background Check in accordance with DHS 12, WI Administrative Code, with no crimes or other findings that prohibit employment as a caregiver unless rehabilitation approval is received, and with no convictions that are determined to be substantially related to the care of a client.

#### **II. Knowledge, Skills and Abilities**

- A. Working knowledge of modern accounting theory and practice.
- B. Knowledge of modern office practices, procedures and skills and their application.
- C. Knowledge of governmental appropriation and budget principles and procedures.
- D. Ability to review financial records, reports, and routine audit materials for accuracy and completeness.
- E. Ability to understand and follow complex written and oral instructions.
- F. Ability to guide the work of others.
- G. Ability to prepare full and accurate accounting statements and reports.
- H. Ability to prepare clear, complete and concise reports.
- I. Knowledge of insurance issues and procedures.
- J. Ability to establish and maintain effective working relationships with other employees, officials and the public.

K. Familiarity with electronic health systems.

L. Knowledge of purchasing and inventory control procedures.