

RESOLUTION # 05-2024

Resolution to reclassify a full time Finance Specialist to a full time Accountant, and a part time Finance Specialist to a part time Finance Technician.

Resolution approved for presentation to the Oneida County Board by the Supervisors of the Executive Committee

Resolved by the Board of Supervisors of Oneida County, Wisconsin:

WHEREAS, the Finance Director desires to revisit roles within the Finance Department to establish a clear pathway for career progression, improved use of technology to ensure sound internal controls and strong processes, and to place a stronger emphasis on accounting and auditing tasks; and

WHEREAS, the Finance Department currently has one full-time (1.0), and one part-time (0.60) Finance Specialist positions approved in the 2026 budget. The full-time Finance Specialist will be upgraded to a full-time Accountant, moving from Grade I to Grade J, and the part-time Finance Specialist will be downgraded to a part-time Finance Technician, moving from Grade I to Grade H; and

WHEREAS, the title of Accountant was added to the Exempt Wage Scale Grade Level J in 2022 but not formerly approved via Resolution; and

WHEREAS, this change in Department structure will realize a budgetary savings and improved efficiencies; and

WHEREAS, the Executive Committee is in agreement and recommends this Finance Department restructuring and the position of Accountant be created retroactively to January 3, 2026; and

THEREFORE, BE IT RESOLVED, by the Oneida County Board of Supervisors that this Finance Department restructuring is approved.

Vote Required: Majority = [checked] 2/3 Majority = _____ 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes [checked] No _____ as reviewed by the Corporation Counsel, [signature], Date: 12/17/25

Approved for presentation to the County Board by the Executive Committee this 17th day of December 2025.

Consent Agenda Item: [X] YES _____ NO

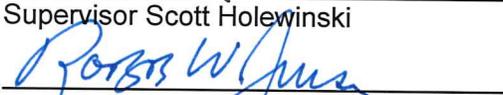
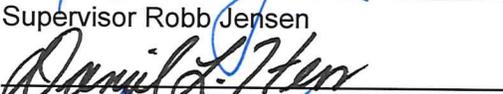
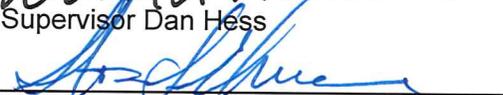
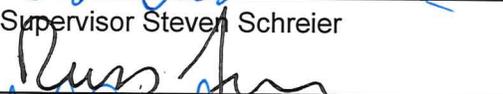
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Fiscal Impact

Offered and passage moved by:

- Included in Resolution
- Attached
- N/A

Aye Nay Abstain

	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Billy Fried			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Scott Holewinski			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Robb Jensen			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Dan Hess			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Steven Schreier			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Russ Fisher			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Connor Showalter			

17 Ayes

0 Nays

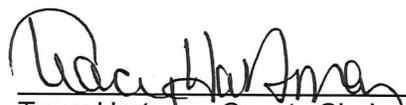
4 Absent

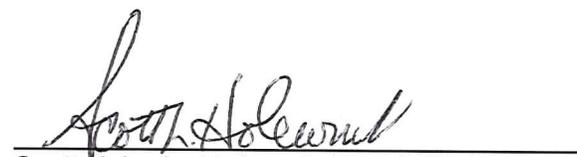
0 Abstain

X Adopted

by the County Board of Supervisors this 20th day January, 2026.

____ Defeated


Tracy Hartman, County Clerk


Scott Holewinski, County Board Chair

Consent Agenda

Erwinny Briggs

Supervisors	AYE	NAY	ABS	ABSTAIN
Conrado	X			
Sorgel	X			
Lopez	X			
Almekinder	X			
Newman	X			
Hess	X			
Kulhanek	X			
Fisher	X			
Jensen	X			
Schultz	X			
Ives	X			
Fried	X			
Hanus	X			
Timmons	X			
Oettinger	X			
Briggs	X			
Tauges	X			
Showalter	X			
Schreier	X			
Cushing	X			
Holewinski	X			
TOTALS	17		4	
TAGS				
<i>Wallen</i>	X			

Resolution # 01 – 2026: Offered by the Supervisors of the Land Records Committee to Convey Tax Foreclosed Lands PIN MI-2406-3 to the Town of Minocqua.

Resolution # 02 – 2026: Offered by the Supervisors of the Land Records Committee to Convey Tax Foreclosed and Other County Real Estate PIN CA-48-2 to Brian Topp; PIN HA-48 to Adam J. Wallace and Jessica R. Wallace; PIN MI-2211-6 to Marie Lane EFTAX Trust; PIN NE-537 to Brian Topp; PIN RH-2632-1 to Vital Properties, LLC; PIN SU-1424-2 to William Rickett.

Resolution # 03 – 2026: Offered by the Supervisors of the Land Records Committee to Convey Excess County Lands Part of CA-357-4 to Melody K. Yeager.

Resolution # 04 – 2026: Offered by the Supervisors of the ADRC Committee to accept a donation to the ADRC from Red Arrow.

Resolution # 05 – 2026: Offered by the Supervisors of the Executive Committee to Reclassify a Full-Time Finance Specialist to a Full-Time Accountant, and a Part-Time Finance Specialist to a Part-Time Finance Technician.

Resolution # 06 – 2026: Offered by the Supervisors of the Planning and Development Committee to adjust the Planning and Zoning Department Application Review Fee Schedule.

Resolution # 07 – 2026: Offered by the Supervisors of the Public Works Committee to Purchase One (1) Patrol Truck Chassis.

Resolution # 08 – 2026: Offered by the Supervisors of the Forestry, Land and Recreation Committee to Approve the Forestry Department 2026 Annual Work Plan.

Resolution # 09 – 2026: Offered by the Supervisors of the Executive Committee Authorizing the Engagement of Outside Counsel on a Contingency Fee Basis to Initiate Lawsuit(s) Against Companies that Designed, Manufactured, Marketed, Distributed, and/or Sold Fluorosurfactant Products that Contaminated the Soil, Groundwater and Surface Water of Oneida County with Highly Toxic Compounds.

Resolution # 10 – 2026: Offered by the Supervisors of the Executive Committee to Authorize the Expenditure of Opioid Settlement Funds Allocated to Oneida County in Accordance with Wisconsin Act 57 of 2021 and Oneida County Resolution # 58-2022 for the Purpose of Treatment Alternative and Diversion (TAD) Grant Writing.

Appointments to Committees, Commissions and other Organizations:
 Re-Appoint Ted Cushing to the Human Services Board for a 3-year term to expire in January 2029.
 Re-Appoint Tiffany Rohan to the Human Services Board for a 3-year term to expire in January 2029.
 Re-Appoint Miranda Gavrilescu to the Human Services Board for a 3-year term to expire in January 2029.
 Re-Appoint Michael Trautges to the North Central WI Regional Plan Commission for a 6-year term to expire in January 2032.
 Re-Appoint Frank Kovak to the Civil Service Commission for a 5-Year term to Expire in December 2030.
 Appoint Dawn Spurgeon to the Veterans Service Commission for a 3-year Term to Expire in January 2029.
 Appoint Bruce Stefonek to the Board of Adjustment as the 2nd Alternate for a 3-year Term to Expire in July 2029.
 Appoint Michael Trautges to the Oneida County Library Board to fill the remainder of the term ending April, 2026.

Duled



**ONEIDA COUNTY
FISCAL IMPACT
2026**

	<u>Current</u>		<u>Proposed</u>		<u>Change</u>
Title	FN Spec - I 2		Accountant J 1		
Salary Schedule	Non-Exempt		Exempt		
Hourly Rate	\$	28.55	\$	30.21	\$ 1.65
Annual Hours		2,080		2,080	-
Estimated Amounts					
Wages	\$	59,393	\$	62,830	\$ 3,437
FICA & Medicare		4,544		4,807	263
Retirement		4,128		4,367	239
Health Insurance		-		-	-
Life Insurance		59		63	3
Income Continuation Ins.*		-		-	-
Workers Comp Ins.		1,378		101	(1,277)
Total Wage & Fringe	\$	<u>69,502</u>	\$	<u>72,167</u>	\$ <u>2,665</u>

Update Finance Specialist to Accountant to coincide with increased education requirement and supervisory responsibilities.

* Currently no employer cost associated with ICI.



**ONEIDA COUNTY
FISCAL IMPACT
2026**

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
Title	FN Spec - I 7	FN Tech - H 1	
Salary Schedule	Non-Exempt	Non-Exempt	
Hourly Rate	\$ 32.79	\$ 25.79	\$ (7.00)
Annual Hours	1,248	1,248	-
Estimated Amounts			
Wages	\$ 40,926	\$ 32,190	\$ (8,736)
FICA & Medicare	3,131	2,463	(668)
Retirement	2,844	2,237	(607)
Health Insurance	-	-	-
Life Insurance	41	32	(9)
Income Continuation Ins.*	-	-	-
Workers Comp Ins.	949	52	(898)
Total Wage & Fringe	<u>\$ 47,892</u>	<u>\$ 36,974</u>	<u>\$ (10,918)</u>

Replace Finance Specialist position with a Finance Technician position. Position is slated to go to 60% effective January 1st per budget. Person currently holding position has advised of intent to retire in December 2025.

* Currently no employer cost associated with ICI.

ONEIDA COUNTY
Position Description

Job Title:	Accountant	Reports To:	County Finance Director & Auditor	
Department:	Finance	Date:	January 1, 2026	
FLSA Status:	Exempt	Pay Grade:	J	FTE: 1.0

General Job Summary

This position assists the Finance Director in monitoring and maintaining all financial activities for the County. Under the supervision of the Director, the Accountant's primary responsibility is Payroll and Disbursement Control; actively participates in the maintenance of the integrated computerized financial system; assists with Finance Director with the preparation of financial transactions reports; assists departments with payroll, accounting and financial related functions. The Accountant is the direct supervisor of the Financial Technician.

Duties and Responsibilities		Estimated % of Time
1.	Payroll & Employee Benefit Administration: Responsible for the payroll processing operations; ensures accurate calculation of wages and processing of employee withholdings and employer contributions; prepares filings and reports with third party agencies such as tax withholdings and unemployment reporting; ensures time & attendance system as well as payroll database is up to date and accurate; assists in the resolving of errors or responding to inquires; serves as first level escalation for complaints or complex error resolution; maintains updated procedure manuals.	40
2.	Disbursement Management: Reconciles and processes countywide payments including employee benefit programs offered via third-party vendors, subsidy payments to various quasi-governmental agencies, et cetera. Supervises the Financial Technician responsible for the payment of invoices associated with accounts payable, reconciliation of County-issued credit cards; and centralized purchasing for volume purchases such as office supplies and paper stock.	30
3.	General Accounting: Under the direction of the Finance Director, prepares documentation and support used in identifying, investigating, and troubleshooting issues as needed. Makes standard accounting decisions investigating items with other departments, vendors, and reviewing Generally Accepted Accounting Principles as necessary. Works with staff from other departments to verify that account balances and activity are coded correctly.	10
4.	Accounts Receivable & Cash Receipting: Provide back-up to Finance Director in supporting accounts receivable and cash receipting policies, procedures and reconciliations. Works with staff from other departments to verify that revenues and receipts are coded correctly.	10

5.	<p>Miscellaneous: Prepares audit work papers and account reconciliations as needed. Responds to auditor inquiries and requests. Actively participates in upgrading / updating and cross-training on computerized financial system including ongoing training / opening support tickets with the software provider and assisting internal users of the system. Attends webinar and/or conferences as approved by the Director to stay current on computerized financial system, accounting trends and other fiscal matters. Works on miscellaneous projects as requested by the Finance Director.</p>	10
<p>Perform additional duties as assigned and attend required training. Regular attendance is required, remote work is available but must be approved by the Finance Director in advance. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the County or governmental authority.</p>		

Required Minimum Qualifications

Education & Experience

- Bachelor’s degree in Accounting, Finance, or a related field is a requirement.
- 2 - 5 years of progressively responsible accounting experience is a requirement...
- Professional certifications in payroll, purchasing, or related fields are not required, but are encouraged.
- Attend a minimum of one professional organization conference annually.

Knowledge, Skills, and Abilities

- Knowledge and understanding of governmental fund accounting principles and practices.
- Ability to read, understand, and interpret contracts, collective bargaining agreements, budgets, financial statements, accounting policies and procedures, and audit reports.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available, while conducting research, analyzing complex issues, and formulating recommendations.
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to reconcile accounts with significant and varied activity.
- Advanced analytical and problem-solving skills.
- High degree of integrity, discretion and ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with all County staff.
- Proficiency with Word and Excel and ability to learn the County’s financial software.
- Exceptional attention to detail.
- Ability to work under pressure and/or frequent interruptions.
- Ability to manage multiple projects simultaneously.
- Ability to talk politely and resolve customer service issues.
- Ability to communicate effectively, verbally and in writing.
- Ability to work in a team environment with other departments.

The County may consider any equivalent amount of credentials, licensures, training, or experience that provides The necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

Computer, phone, multifunction copier, fax, mail machine, calculator, and other general office equipment.

Working Conditions

Work is primarily in an office environment. Typical hours are Monday – Friday 8:00 a.m. – 4:30 p.m. Flexible work schedule (i.e. 4 10-hour day workweek), and remote/ hybrid may be considered.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

Generally a sedentary position working in a professional office environment. Regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms. Frequent talking, hearing/listening, seeing/observing, and performing repetitive motions. Occasional physical activities such as stooping, kneeling, crouching, standing, walking; lifting, carrying, pushing, and pulling up to 10 pounds.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ONEIDA COUNTY
Position Description

Job Title:	Finance Technician	Reports To:	Accountant		
Department:	Finance			Date:	January 1, 2026
FLSA Status:	Non Exempt	Pay Grade:	H	FTE:	0.60

General Job Summary

This position assists the Accountant in monitoring and maintaining financial activities for the County. This position will serve as the primary accounts payables and purchasing coordinator, and handle recording of cash receipts and other projects as assigned by the Finance Director and / or the Accountant.

Duties and Responsibilities		Estimated % of Time
1.	Accounts Payables & Purchasing: Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts, matched to open purchase orders if applicable, and in accordance with County and State of Wisconsin procurement rules and regulations. Maintains records and monitors compliance regarding the issuance of County-issued credit cards and credit accounts. Acts as centralized purchasing point-of-contact for volume purchases such as office supplies and paper stock.	80
2.	Vendor Relationships: Actively participates in upgrading / updating and cross-training on computerized financial system and assisting internal users of the system. Serves as the main third-party contact with customers and vendors, assisting with questions and resolving invoice and / or payment disputes. Responsible for annual 1099 issuance and filings. Serves as back up to Accountant responsible for payroll and employee benefits.	10
3.	Miscellaneous: Attends webinar and/or conferences as approved by the Director to stay current on computerized financial system, accounting trends and other fiscal matters. Works on miscellaneous projects as requested by the Finance Director and/or Accountant.	10

Perform additional duties as assigned and attend required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the County or governmental authority.

Required Minimum Qualifications

Education & Experience

- Associate's Degree in Accounting, Finance, or a related field is preferred.
- 1 - 3 years of progressively responsible accounting experience is a requirement.
- Extensive experience in accounting software systems (example QuickBooks) is a requirement.

Knowledge, Skills, and Abilities

- Knowledge and understanding of accounting principles and practices.
- Ability to read, understand, and interpret contracts, collective bargaining agreements, budgets, financial statements, accounting policies and procedures, and audit reports.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available, while conducting research, analyzing complex issues, and formulating recommendations.
- Ability to maintain efficient and effective financial systems and procedures.
- Ability to reconcile accounts with significant and varied activity.
- Advanced analytical and problem-solving skills.
- High degree of integrity, discretion and ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with all County staff.
- Proficiency with Word and Excel and ability to learn the County's financial software.
- Exceptional attention to detail.
- Ability to work under pressure and/or frequent interruptions.
- Ability to manage multiple projects simultaneously.
- Ability to talk politely and resolve customer service issues.
- Ability to communicate effectively, verbally and in writing.
- Ability to work in a team environment with other departments.

The County may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Equipment Used

Computer, phone, multifunction copier, fax, mail machine, calculator, and other general office equipment.

Working Conditions

Work is primarily in an office environment. This position is 24 hours per week within a Monday – Friday, 8:00 a.m. – 4:00 p.m. schedule, with set schedule to be determined by Accountant and approved by the Finance Director.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

Generally a sedentary position working in a professional office environment. Regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms. Frequent talking, hearing/listening, seeing/observing, and performing repetitive motions. Occasional physical activities such as stooping, kneeling, crouching, standing, walking; lifting, carrying, pushing, and pulling up to 10 pounds.

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