



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Account Specialist III **NEW:** **REVISED:**
(Please check one)

REPORTS TO: Budget Administrator **FLSA:** Non-Exempt **DATE:** 01/20

DEPARTMENT: Sheriff **JOB CODE:** 604

SUMMARY:

Under general supervision of the Budget Administrator, the Account Specialist III performs a variety of accounting clerk duties and clerical duties for all branches of the Boone County Sheriff’s Department in compliance with the County and department policies, procedures, orders, directives, and guidelines.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Prepares and reviews billing invoices; forwards appropriate documentation for payment to the Boone County Treasurer’s Office via the chain of command.
- Assists Budget Administrator with accounts payable and purchase order duties as directed.
- Prepares and reviews accounts payable expenditures and payment requisitions; notifies the Budget Administration of any discrepancies.
- Verifies receipts created by the Information Center staff and the Records Unit, codes to the correct accounts, processes and prepares deposits, and forwards deposits to the Boone County Treasurer’s Office.
- Verifies funding, places orders, and assists other employees with the procurement of services, equipment, and supplies for the department.
- Works with the Boone County Purchasing Department and the Sheriff’s Department Administration on proposal development, proposal evaluation, bid award, and compliance of purchasing contracts as needed.
- Assists with the maintenance of bid files to ensure bid compliance and disseminates related information as needed.
- Prepares, maintains and organizes data for complex financial analysis.
- Performs general accounting and auditing as directed for jail transactions related to detainees, which includes but may not be limited to commissary, medical costs, indigent costs, haircuts, medication, and telephone use.

- Audits and prepares deposits for the surety bonds, cash bonds, money orders and all other money collected from incoming bonded detainees.
- Ensures all bonds and corresponding funds are accounted for.
- Processes verified bonds to be sent to appropriate locations based on type of bond.
- Audits and reports discrepancies related to detainee transactions and bonding activity.
- Prepares monthly invoices for detainees housed for outside agencies.
- Prepares all Certificates of Delivery for Transports and Claims for Return of Fugitives.
- Tracks and calculates per diem, travel expense, and mileage totals for each officer.
- Assists with Personnel Action Forms for department employees as needed.
- Processes employee reimbursement requests.
- Assists in the preparation, processing, and submission of department payroll to the Boone County Clerk's Office.
- Assists with the tracking of position savings, overtime and salary projections as needed.
- Assists with the maintenance and processing of the department's payroll for special projects and salary reimbursements.
- Assists employees with payroll related questions, tax forms, direct deposit information, or deduction information as needed.
- Performs a variety of office support work.
- Cross-trains on essential functions of other positions in the Services Branch.
- Assists with training of newly hired employees.
- Completes and submits grant reports and claim vouchers.
- Tracks Veterans Affairs benefits for on the job training.
- Assists with inventory of department fixed and grant funded assets, completes asset additions and disposals, and assists with inventory audits as needed.
- Establishes and maintains working relationships with various vendors, County departments, government entities, and other businesses/organizations.
- Assists with management of department owned/issued cellular devices.
- Distributes mail within the department.
- Performs all other duties as assigned.

KNOWLEDGE & SKILLS:

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of legal processes and terminology.
4. Knowledge of filing and electronic record keeping systems.
5. Strong knowledge of Microsoft Windows and Office Suite personal.
6. Ability to efficiently operate personal computers and applications related to law enforcement processes and procedures, including governmental financial management software, records management software, jail management software, and Microsoft Windows and Office Suite.
7. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals.
8. Ability to learn and apply department, county, state, and federal guidelines, rules, and statutes to perform essential functions of position.

9. Ability to effectively respond to questions from groups of managers, other county employees, and the general public.
10. Ability to work well with other employees, entities and the public.
11. Ability to perform complex bookkeeping and accounting functions.
12. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
13. Ability to learn and apply grant guidelines
14. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
15. Ability to work independently and as part of a team.
16. Ability to maintain a high level of accuracy and attention to detail.
17. Ability to multi-task and successfully prioritize a large workload.
18. Skill in keyboarding and the use of standard office equipment.
19. Skill in reading and preparing financial information, reports, and documents.
20. Expert skill in maintaining confidentiality and handling confidential information.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; as well as hearing and speech abilities to communicate in person and over the telephone.

Position requires prolonged sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; frequent keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs. and transporting over significant distances as needed.

Must be able to safely operate an automobile.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment and requires appropriate appearance and attire. This position routinely uses office equipment such as but not limited to computers, calculators, multi-line telephones, photocopiers, printers, scanners, binding machines, recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS:

High school diploma or GED; must be 18 years of age or older; two (2) years relevant clerical experience and one year relevant accounting experience, or an equivalent combination of education and experience; must not have any felony convictions or convictions for crimes involving moral turpitude; must not have other criminal convictions within the last two (2) years, excluding minor traffic violations; no marijuana use or possession in the past two (2) years, and no other illegal drug use or possession in the past five (5) years; vision acuity correctable to

20/40 in at least one eye; must possess a valid operator's license at time of application and a valid Missouri operator's license at time of appointment. Applicant must pass a pre-employment drug screen, demonstrate the ability to type 35 net WPM, possess vision to read a computer screen and printed materials as well as safely interact with the public, and possess hearing and speech abilities to communicate in person and over the telephone.

Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.