



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Account Specialist III</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Budget Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Sheriff's Department</u>	JOB CODE: <u>604</u>	

SUMMARY:

Under general supervision, the Account Specialist III serves as administrative support for the Boone County Jail by monitoring, recording, and reconciling financial activity for inmate accounts, monitoring and ordering Corrections supplies, and assisting with financial administration by preparing and analyzing reports, invoices, audits, and journal entries in order to maintain accuracy with all financial records and accounts.

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.)*

Tracks the intake of new inmates daily to create new inmate accounts; creates hard copy ledgers for each inmate; monitors and balances inmate accounts on a daily basis; processes deductions and transactions on each inmate account; ensures all data is entered electronically and on the hard copy ledger; processes inmate account deductions for indigent items, all medical and prescription expenses, haircuts, and photocopies; ensures that expenditures will not exceed obligations in the accounts; applies funds to the resident supplies account or office supplies account as needed; compiles all account deductions and creates a monthly journal entry to move inmate funds to the appropriate expenditure accounts; monitors all negative balances on the hard copy ledgers; monitors activity of all indigent inmates; processes indigent mail; logs weekly stamp allowance on each inmate's hard copy ledger; answers grievance letters from inmates.

Closes inmate accounts prior to the release of an inmate; processes and issues checks for inmates who have been bonded or released with a balance on their account; processes and issues checks for inmates who wish to release money to someone outside the jail; processes and forwards checks for inmates who are transferred to other agencies.

Runs and reconciles the Daily Bond Report with all surety bonds, cash bonds, money orders, and all other money that was collected from incoming bonded inmates in the past 24 hours; ensures all bonds are accounted for; counts cash, checks for counterfeit money, and matches amounts to the appropriate bonds; checks and corrects discrepancies as needed; sends verified bonds to appropriate locations based on type of bond; re-counts all money that comes in on an inmate's person and checks for counterfeit; ensures all amounts match the receipt completed at the time of booking; corrects discrepancies as needed; prepares inmate deposit; creates and posts all money that was received per inmate to each inmate's individual account, including money orders; reconciles the deposit with individual receipts created from the jail, and corrects errors as needed; runs queries showing each individual inmate account; sends query and deposit to the Boone County Treasurer's Office; ensures all bonds and the inmate deposit are ready to be sent by all receiving agencies by 9:00 a.m. each morning.

Performs an audit at the end of each business day; audits the inmate accounts pursuant to department policy; reconciles the balance from the previous day, the inmate deposit amount, the checks issued, and the amount of deductions taken from inmate accounts, and ensures the total matches with the inmate bank account balance report; corrects errors and researches a solution before the next business day if amounts cannot be reconciled; forwards all daily audits, deductions, and journal entries to the Boone County Treasurer's Office at the end of each month; ensures all accounts are reconciled, and all errors are found and corrected. .

Prints weekly commissary order forms and places individual commissary orders for approximately 200 inmates; deducts commissary totals from the hard copy ledger; compares and reconciles the hard copy ledger to each inmate's computerized account to ensure accuracy; tracks all indigent inmates' commissary needs; records negative balances on the inmate's hard copy ledger; compiles weekly invoices for all commissary items; checks and verifies all invoices for accuracy; processes payment requisitions and journal entries to move funds from inmate accounts to appropriate expense accounts.

Orders all corrections office supplies; orders all inmate supplies and inmate uniforms for a 200 bed facility; prepares all monthly housing invoices for inmates needing to be housed for other agencies; prepares all Certificates of Delivery for Transports and Claims for Return of Fugitives and forwards all paperwork to the Department of Corrections for reimbursement; tracks and calculates per diem, travel expense, and mileage totals for each officer.

Processes deposits from receipts created by the Information Center staff and the Records Division, including CCW permits and renewals, ATV permits, and trailer inspections; applies amounts to the correct accounts and then forwards deposits to the Boone County Treasurer's Office.

Performs a variety of office support work; prepares letters, correspondence, forms and other documents as needed; receives, sorts and distributes incoming U.S. mail; maintains copies of documents; operates computers, maintains and updates files and spreadsheets; performs word processing; operates office equipment; answers phone lines and e-mail.

Cross-trains on essential functions of other positions in the Services Division; orders operations office supplies as needed; places the correction food supply order, processes payroll, and completes grant reimbursements on an as needed basis in the absence of the Budget Administrator; works a six-hour shift in the Information Center for one holiday as assigned.

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. Advanced knowledge of personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Office.
4. Knowledge of filing and electronic record keeping systems.
5. 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.
6. Skill in the application of departmental, state, and federal guidelines, rules, and statutes to perform essential functions of position.
7. Skill in reading and preparing financial information, reports, and documents.
8. Skill in discretion and maintaining confidential information.
9. Ability to work well with other employees, entities and the public.
10. Ability to perform bookkeeping and accounting functions.
11. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
12. Ability to work independently, problem-solve, and follow instructions.
13. Ability to maintain a high level of accuracy and attention to detail.
14. Ability to multi-task and successfully prioritize a large work load.

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; and hearing and speech to communicate in person and over the phone.

Position requires CONTINUOUS 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 side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs and transporting over significant distances, squatting, kneeling, reaching above and at shoulder height. OCCASSIONAL moderate grasping to manipulate objects.

WORK ENVIRONMENT:

This job operates in a professional law enforcement office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, radios, photocopiers, large format printers and scanners, binding machines, hand-held 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.

QUALIFICATIONS:

High school diploma or GED; two years of accounting or bookkeeping experience, or an equivalent combination of education and experience; must be 21 years of age or older; must not have any felony convictions; must not have other criminal convictions within the last 2 years, excluding traffic violations; no marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 10 years; vision acuity of 20/200 and correctable to 20/20 in both eyes; 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 and must have the ability to type 35 net WPM.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)