

MONROE COUNTY SHERIFF'S OFFICE

CLASS TITLE: FINANCE ASSISTANT-ACCOUNTS PAYABLE

Pay Range: 09
Exempt: No
Shift: 8 HR w/Holidays

This class involves the analytical processing and maintenance of a variety of financial documents, records and reporting relating to accounts payable either from the MCSO operating account or HIDTA Grant Funds. The work involves extensive responsibility for the agency's grants, analyzing, verifying and processing invoices for payment in accordance with the policies of the Monroe County Sheriff's Office. This position requires a knowledge and understanding of accounting as well as accuracy and thoroughness in dealing with numbers. Work is performed under the general supervision of the Assistant Finance Director and/or Finance Director.

QUALIFICATIONS REQUIRED:

Must have a high school diploma or its equivalent, with at least two years of experience in processing accounts payable. Must be detailed oriented and exhibit a high degree of accuracy. Must be proficient in Word and Excel. Must possess the ability to perform critical research and the ability to adapt quickly to process and software changes. Work requires communications, analytical and organizational skills and the ability to work independently. Candidate must be detailed oriented and exhibit a high degree of accuracy.

JOB COMPLEXITY:

Responsible for insuring all required documentation is complete and approved, and delivery of merchandise or service satisfactorily completed in accordance with the terms of the agreement. Reviews documentation for proper coding and clerical accuracy.

CONSEQUENCE OF ACTIONS:

Ensures that the liabilities which is approximately \$30 million annually of the general fund/HIDTA or other applicable funds are accurately paid on a bi-weekly basis in a timely manner and that these liabilities are properly documented. Ensures that vendors are properly registered and necessary federal identification numbers are recorded in the system. Reconciles amounts in the accounts payable system to postings in the general fund/HIDTA bank account.

ASSETS:

Position does involve significant responsibility for assets.

WORK CONTROLS:

Work is performed independently under the general supervision of the Assistant Director of Finance and/or Finance Director.

- 95% Accounting duties – maintain vendor files, data enters invoices, processes disbursements, contacting vendors, prepares and maintains reports, email correspondence with employees and vendors, answers phone calls from employees and vendors, making copies, scanning documents and other job duties associated with position.
- 5% Miscellaneous – performs misc. job duties as needed.

PERSONAL CONTACTS:

Most contacts are with outside vendors and members of the Agency, with some contact with the general public.

SAFETY OF OTHERS:

Position does not involve any responsibility for the safety of others.

PHYSICAL EFFORT:

Work does not require any significant physical effort beyond that encountered in everyday normal activities.

- Light lifting (up to 20 pounds)

HAZARDS:

Work is performed in ordinary work surroundings that present no significant hazards.

WORK ENVIRONMENT:

Work is performed in a typical office setting.

- works indoor - office setting

SUPERVISORY AUTHORITY:

Position does not involve any significant supervisory authority.

PERSONNEL SUPERVISED:

Position does not involve the supervision of agency personnel.

ESSENTIAL JOB FUNCTIONS:

Verifies accuracy of travel vouchers, per diem, hotel rates, registration and mileage reimbursements.

Verifies credit card receipts and matches to monthly statement for accuracy.

Verifies accuracy of tuition reimbursements.

Enters invoices into computerized system.

Coding of invoices, obtain required approval of invoices, match invoices with PO's and other required documentation, and verifies supporting details for each transaction appropriate for audit trail.

Maintain control and follow-up on outstanding PO's, invoices and other correspondence in relation to the responsibilities and duties of this position.

Reconciles the Cash Requirements Report to the General Ledger Control Account.

Prints the cash requirement and other necessary reports and reviews for coding accuracy. Corrects any discrepancies found prior to submitting to Staff Accountant position for final check run approval.

Check files and statements to ensure that invoices are not duplicates.

Prepares monthly and annual payable accruals.

Processes disbursements for other funds (Commissary, Civil, Bonds, LETF, Forfeiture, Inmate Welfare, SAFF, E911, Interagency and Federal). This processing includes printing the physical checks, matching invoices and other appropriate documents/correspondence to check copies and prepare for mailing.

Processes disbursements.

Prepares wire transfers as needed for each check run.

Prepares voided check log and submit documents to Finance Director and/or Assistant Finance Director for processing and approval.

Reviews outstanding purchase orders for merchandise or services not received and follow-up with Purchasing Agent and/or others concerned.

Contact vendors for invoices and/or reconcile differences.

Generate copies of all outgoing correspondence.

Send and receive faxes (always to include a confirmation sheet for each outgoing fax)

Process "trouble" letters.

Reviews vendors monthly statements

Third Party billings

Maintains various Excel spreadsheets for recurring expenses.

Supplies information on capital purchases to Inventory Technician.

Files purchase orders, statements and contracts.

Maintain contract files with contract cover sheets and running totals of payments made and balances left on contracts.

Maintains both computerized and manual vendor files (current contact and check information, updated address, etc)

Obtain & reviews vendor registration forms for necessary verification. (W-9) This signed and authorized form is required before initial payment can be issued to a new vendor.

Reviews vendor registration forms for necessary verification.

Enters proper federal tax number in computer accounting system.

Prepares proper tax forms annually to conform to tax rules and regulations.

Opens, stamp, and distribute incoming correspondence and funds received. (Rotation basis)

Answers incoming phone lines.

Answers any unanswered line after four rings.

Perform additional functions as needed or directed. These functions may or may not be directly or indirectly

related to the duties and responsibilities indicated on this position description.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Microsoft Office, accounting software and use of computer applications for personnel administration.

Considerable knowledge of modern office practices and procedures.

Ability to type at a moderate speed and operate standard office equipment.

Ability to understand and follow oral and written instructions.

Ability to establish effective working relationships with office members.

Ability to establish and maintain effective working relations with other employees and the general public while working with possible stressful situations.

Ability to develop, analyze and present information in a clear and effective manner, both orally and in writing.

Ability to be multifunctional at all times.

Must be detail oriented and organized.

Ability to recognize errors or inaccuracies in information and make correction or coordinate corrective actions.

Ability to meet strict deadlines with a high degree of accuracy.

Knowledge of business English, spelling and grammar.

Ability to perform basic arithmetic calculations and post numerical data.

Ability to type at a moderate speed.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.