

# **MONROE COUNTY SHERIFF'S OFFICE**

## **CLASS TITLE: FINANCE ASSISTANT II - BONDS**

Payrange: 09

Exempt: No

Shift: 8 HR w/Holidays

This class involves the processing and maintenance of a variety of financial documents and records. The work involves responsibility for checking and processing invoices and related records; monitoring the status of the Law Enforcement Trust Fund, records and processes forfeiture disbursements, prepares third party billings, prepares cash receipts for various funds including audit and preparation of deposits, receives funds, approves coding, and balances daily receipts, indexing documents that have been scanned, processing bond money, posting records, processing bank reconciliations and analyzing account balances, coordination of annual vehicle auctions. This position requires a basic 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:**

AA Degree in Accounting or any combination of high school education and experience equivalent to an AA degree. At least one year's experience in an office environment to have acquired skills and understanding of record keeping and data entry. Working knowledge of spreadsheet and word processing applications is essential.

### **JOB COMPLEXITY:**

Responsible for reimbursement of bond depositor's original bond receipt less applicable court cost and/or fines. Monitors Clerk of the Court's progress in resolving old bonds. Logs out-of-county bonds and mails payment and bond to outside county(ies). Position requires applicable working knowledge of accounting procedures and must be able to review for accuracy and completion.

### **CONSEQUENCE OF ACTIONS:**

Ensures the inmate cash receipts and disbursements and forfeiture disbursements are properly recorded. Reconciles on a monthly basis the computer balances of the inmate log maintained by Corrections personnel to the automated records of the inmate fund in the Finance Department. Ensures that the commissary cash receipts are properly recorded. Ensures the receipts of the general fund are properly recorded and deposited in a timely manner. Monitors the status of LETF county requests.

### **ASSETS:**

Position does involve significant responsibility for assets in handling the Agency's Law Enforcement Trust Fund.

### **WORK CONTROLS:**

- 95% Accounting duties – enters invoices, processes disbursements, prepares financials, bank deposits, reconciles bank reconciliations, posts cash receipts and other job duties associated with position.

- 5% Miscellaneous – performs miscellaneous job duties as needed.

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

**PERSONAL CONTACTS:**

Position involves contact with Corrections personnel, Clerk of the Court, out-of-state counties, federal and state governmental agencies, members of the Sheriff's Office and the general public.

**SAFETY OF OTHERS:**

Position does not involve responsibility for the safety of others.

**PHYSICAL EFFORT:**

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

**HAZARDS:**

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

**WORK ENVIRONMENT:**

Work is performed in a typical office setting.

**SUPERVISORY AUTHORITY:**

Position does not involve any significant supervisory authority.

**PERSONNEL SUPERVISED:**

Position does not involve any significant supervisory authority.

**EXAMPLES OF DUTIES:**

Enters invoices into computerized system.

Checks files and statements to ensure that invoices are not duplicate paid.

Process check disbursements.

Receives money for the general fund, bond fund, federal grants and prepares deposits.

Post bond receipts to computer.

Prepares monthly bank reconciliations.

Advertises unclaimed funds on a yearly basis and disburse funds.

Files bond fund paperwork.

Balances inmate trust account and touchpay to trial balance daily.

Reconciles monthly bank account to general ledger and subsidiary log.

Researches old outstanding checks and advertises unclaimed funds on a timely basis.

Checks all work for accuracy (daily).

Prepares monthly sales tax return from computerized canteen reports.

Posts the cash receipt deposits to computerized system.

Reconciles monthly bank account.

Updates the jail on fund balances (monthly).

Prepares letter to request budget approval for LETF by the BOC.

After notification of approval by the BOCC, request purchase orders from County for Law Enforcement Trust Fund (LETF).

Places order for purchase.

Upon receipt of merchandise, the documentation of the purchase and letter stating that the purchase is in compliance with state statutes is forwarded to the County Clerk.

When money is received from the BOCC, process deposit, post and issue checks for payment. Prepares quarterly financial reports for LETF, State Forfeiture and Commissary Funds.

Maintains spreadsheet on selected billings and distribute to selected departments.

Ensures all documentation is properly authorized.

Receives money from settlements, sale of property, forfeited cash and prepares deposits for State Forfeiture Fund.

Reviews payable documents for proper coding and clerical accuracy.

Coordination of annual vehicle auction.

Performs 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:**

Considerable knowledge of office practices and procedures.

Knowledge of workpeople documentation.

Considerable knowledge of general accounting principles.

Ability to understand oral and written instruction.

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

Ability to maintain and prepare financial records.

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

Ability to use microcomputer applications to complete tasks and assignments and demonstrate proficiency in the use of spreadsheet, word processing, and automated financial software.

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

#### **EQUAL OPPORTUNITY EMPLOYER 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.