

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN/SHERIFF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work in support of assigned accounting programs or financial functions for the Sheriff's Department. Duties include receiving accounting documents; entering data into automated financial systems, verifying data, and processing transactions. Positions in this class perform routine account reconciliation and identify needed corrective actions to resolve discrepancies; answer accounting questions; and maintain accounting documents and records.

ESSENTIAL FUNCTIONS

The following duties are normal for this position; however, all functions may not be performed in all departments. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receives and processes accounting documents for assigned financial/accounting programs. Reviews documents for completeness and accuracy; pairs documents to related information such as matching warrants to bonds, court orders to charged fees, and/or matching payments to other outstanding monies; ensures accurate processing and that correct funds are disbursed to appropriate department/account.

Prepares and distributes inmate services requests; reconciles weekly inmate commissary report to inmate account. Researches and responds to inmate complaint forms. Receives and posts inmate medical and other charges to inmate accounts.

Prepares/calculates financial information such as determining amount to be collected/refunded or disbursed; counts and totals cash/checks received; posts/enters transactions into the financial management system; reviews preliminary reports; verifies data entry's accuracy; identifies and initiates needed corrective actions; and submits transactions for system processing.

Reconciles/balances assigned accounts; prepares a variety of records, forms, and materials which document and support accounting transactions and program activities.

Prepares financial summaries/reports which reflect daily financial activities and account balances; runs daily reports; copies/distributes reports; establishes and maintains both automated and manual accounting records and files; and performs record retention tasks as dictated by County Policy. Manages department petty cash/travel expense funds; disburses funds; balances account; and maintains related records.

Clayton County, Georgia ~ Accounting Technician/Sheriff

Receives, processes, and prepares bank deposits of Cash in Lieu Bonds; inmate funds; civil service funds, forfeitures, and many miscellaneous receipts. Receives, reviews, and reconciles supporting documents to daily receipts for Cash in Lieu bonds, other agency bonds, probation bonds/payrolls, child support payments, fines, forfeitures, etc.

Reconciles/balances assigned accounts; prepares and reconciles reports for receipts and disbursements of monies to other agencies, departments, and offices.

Receives and processes payments to all accounts by mail, at the window, and interoffice.

ADDITIONAL FUNCTIONS

May provide clerical and/or administrative support to department managers such as preparing correspondence, purchasing materials and supplies, etc.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of experience performing technical and/or fiscal control work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.