

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE:	Accounting Specialist	PAY GRADE:	B22
DEPARTMENT:	Detention Center	FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO:	Detention Center Director	LEAD:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT:	N/A	SUPERVISOR:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED:	<u><i>V. S. Blenda</i></u> Department Head	<u>08/21/2019</u> Date	
	<u><i>[Signature]</i></u> Human Resources Director	<u>8/27/19</u> Date	

I. PURPOSE SUMMARY. Perform a variety of purchasing and administrative support functions for the Detention Center.

II. ESSENTIAL DUTIES.

- 1. Research and purchase supplies, services, and equipment for the Detention Center.**
 - A. Research nomenclature, prices and delivery for office and janitorial supplies, uniforms, inmate supplies, and commercial equipment.
 - B. Obtain competitive quotes for all items to be purchased.
 - C. Enter and approve Banner requisitions to obtain purchase orders.
 - D. Monitor the status of all purchase orders.
 - E. Place orders with vendors once purchase orders are approved.
 - F. Establish and maintain records of purchases.

- 2. Receive, verify and return purchased supplies and equipment.**
 - A. Ensure received supplies and equipment are consistent with ordered items.
 - B. Process invoices and received items in Banner.
 - C. Research payments to and invoices from vendors to identify or correct errors.
 - D. Package, ship and/or return supplies.

- 3. Monitor budgeted funds to ensure their availability for adult facility, juvenile facility, medical unit, inmate welfare, and corrections expenditures.**
 - A. Review budgets on an ongoing basis to ensure sufficient balances for projected expenditures.
 - B. Prepare internal budget revision forms for the Director's approval to transfer funds between line items.
 - C. Enter approved fund transfers into Banner.

- 4. Prepare and process paperwork in support of request for proposal (RFP) and contract renewal processes.**
 - A. Prepare RFP or contract renewal paperwork for the Director's signature; and submit to the Purchasing department for further processing.

- 5. Provide clerical support to Administration personnel.**
 - A. Provide telephone and receptionist services for the front desk and visitation reception areas.
 - B. Schedule and notify applicants of pre-employment appointments.
 - C. Maintain document and electronic filing systems; destroy records in accordance with appropriate records schedule.

- D. Prepare and process travel and per diem forms.

III. **ADDITIONAL DUTIES.**

1. **Serve as back-up to the department timekeeper; perform timekeeping and payroll functions for the office.**

- A. Examine and prepare personnel actions that affect pay and leave changes.
- B. Answer questions and provide advice to employees and supervisors on procedures related to pay and leave accrual/use.
- C. Calculate time worked and leave taken, prepare timesheets/cards, and enter payroll data into Banner system.
- D. Verify the accuracy of preliminary payroll and submit corrections as necessary.
- E. Distribute earnings and leave statements to employees.
- F. Maintain leave requests and attendance records in accordance with proper records schedule.

2. **Perform other relevant duties as assigned.**

IV. **QUALIFICATIONS.**

A. Education. High school diploma or equivalent.

B. Experience. Three years of responsible office, administrative or secretarial work experience that includes purchasing and billing. Relevant government work experience preferred. Experience performing calculations and timekeeping with an automated payroll system highly desirable.

C. Education/Experience substitution. In accordance with county policy, education and experience may be substituted one for the other on a year for year basis.

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Knowledge of the structure and content of automated databases and systems (e.g., invoices, reports, payroll forms, etc.), to input, verify, and retrieve information, investigate and resolve routine or recurring discrepancies, check documents for adequacy, and prepare reports and submissions.

Knowledge of office procedures sufficient to prepare a wide variety of recurring internal reports, forms, and documents from information obtained from the staff, files, and other sources.

Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook software functions and the skill to produce documents that often require different formats, formulas or tables within text; to edit and reformat electronic forms; and to develop and revise existing databases, spreadsheets, reports, forms or documents.

Must demonstrate resourcefulness and tact and the ability to establish and maintain effective and cooperative working relationships with others.

2. **FREEDOM TO ACT.**

The supervisor provides assignments, indicating generally what is to be done, quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on the availability of source materials. The employee uses initiative in carrying out the recurring work of the office independently, referring only problems and unfamiliar situations not covered by instructions to the supervisor for help. The supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

3. GUIDELINES AND JUDGMENT.

Guidelines typically include dictionaries; organization instructions concerning procedural guidelines, correspondence, or the handling of information; and operating policies of the supervisor or organization served. The employee locates and selects the appropriate guidelines, references, and procedures for application to specific cases, referring situations to which the existing guidelines cannot be applied or significant proposed deviations to the supervisor.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some extended computer use, walking; standing; bending; carrying of light items such as papers, books and small parts. No special physical demands are required to perform the work.

5. WORK ENVIRONMENT.

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices. May work in close proximity to inmates and detainees.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the HR Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*