

**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: <u>Accounting Data Specialist</u>	PAY GRADE: <u>B25</u>
DEPARTMENT: <u>Detention Center</u>	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: <u>Detention Center Director</u>	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: <u>N/A</u>	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED:  _____ <i>Department Head</i>	<u>12/23/2014</u> _____ <i>Date</i>
 _____ <i>Human Resources Director</i>	<u>12/26/14</u> _____ <i>Date</i>

I. PURPOSE SUMMARY. Performs Accounts Receivable function and creates various reports on detainees for statistical and billing purposes.

II. ESSENTIAL DUTIES.

Use of Detention Center JCMS to review each booking and release to determine which agency will be billed for housing the detainee.

On a monthly basis, each agency shall be billed for the time of incarcerations during the month. This could be up to 17 different agencies.

Keep general ledger with Finance Services on all agencies. Reconcile ledgers on a monthly basis with Finance Services on outstanding agency balances. Follow up with agencies regarding unpaid balances.

Provide Detention Center Director with monthly financial reports on accounts receivable and accounts payable.

Utilize spreadsheet to track adult and juvenile daily arrests. This data is utilized by the Director to track total bookings, arresting agencies, etc, as well as other statistical information.

Review daily booking for errors that could affect the daily count, arresting agencies and proper billing. If errors are found, work with the Booking Lieutenant to ensure the corrections are made.

Track and prepare annual graphic report on the top ten arrest codes and description of the code. This information is provided to the Detention Center Director and to the New Mexico Correctional Department.

Compile the fiscal year book data. This report is updated daily and compiled on a monthly basis for use by the Detention Center Director. The monthly reports are then utilized to complete the fiscal year report.

Detainee housing report is updated daily and compiled monthly for use by the Detention Center Director.

Provide quarterly report on Traffic related bookings to the New Mexico Association of Counties Risk Management Division.

III. ADDITIONAL DUTIES. Other duties as assigned

IV. QUALIFICATIONS.

A. Education. High school diploma or GED required. Bachelor's Degree in Accounting or closely related field preferred.

B. Experience. Four (4) years of accounts receivable/payable experience or statistical data compilation. Previous correctional experience preferred.

C. Education/Experience substitution. In accordance with County policy

E. Licenses/Certifications. N/A

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Polygraph and Background Check

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION: Must have knowledge of ordinances and regulations, internal controls governing financial operations of the County including financial statements, general ledgers, budgeting, payroll, accounts payable, accounts receivable, fixed assets control and management directives; principles, practices and techniques of public financial administration and budgeting procedures; Business English, spelling, grammar, punctuation and advanced accounting techniques; general office and accounting equipment, computer operation including word processing, spreadsheet, and database software.

Must have skills to produce documents that often require different formulas, formats or tables within text; skills to edit and reformat electronic forms and to develop and revise existing databases, spreadsheets, reports, forms, and/or documents.

Must have skills in analyzing and evaluating information accurately and following policy and procedures; handling sensitive and confidential matters; establishing and maintaining effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor sets the overall objectives and resources. The position is responsible for planning and carrying out the assignment, resolving most conflicts and interpreting policy in terms of established objectives. Work is reviewed for feasibility, compatibility with other work, or effectiveness in meeting expected results.

3. GUIDELINES AND JUDGMENT.

Guidelines typically include organization instructions concerning procedural guidelines, correspondence, or the handling of information; and operating policies and procedures of the supervisor or organization serviced. 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.

While performing the duties of this job, the employee will usually remain sitting. The employee must be able to operate specific office equipment, and must be able to move about the work environment.

5. WORK ENVIRONMENT.

Essential duties are performed indoors the majority of the time under normal controlled temperature. Work surface is even, carpeted, tiled, and/or a concrete floor. This position may come across inmates, which requires safety precautions.

6. SUPERVISORY RESPONSIBILITY.

No supervision exercised. The position is responsible for its own work.

IV. 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 Personnel 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*