

**Jefferson County
Position Description**

Name: _____ **Department:** Sheriff
Position Title: Accounting Specialist II **Pay Grade:** 5 **FLSA:** Non-exempt
Date: July 2026 **Reports To:** Undersheriff

Purpose of Position

The purpose of this position is to perform intermediate accounting functions for the Jefferson County Sheriff's Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides general office and resources support to staff.
- Coordinates accounts payable function, including processing purchase requisitions, verifying invoices, enters invoices for payment, and preparing journal entries.
- Monitors accounts receivable by processing payments received with accurate account information and submits funds to the County Treasurer.
- Prepares billings for non-county and interdepartmental customers for services rendered.
- Processes monthly reports and checks for monies collected from inmates. Reconciles and monitors all accounts that are part of the department's inmate banking system.
- Audits and rates all off-site inmate medical bills/claims.
- Processes medical billing to the inmate and coordinates provider payments with the department's third-party claims administrator.
- Prepares and updates expense and revenue information, statements, schedules, and other Department financial data for budget review; verifies expenditures and purchase order requests for compliance with budget; and refers unusual budget expenditure requests to Sheriff or Undersheriff
- Provides budget assistance, preparation, and monitoring on a monthly basis for the department; provides reporting and tracking; completes projections of fund balances.
- Reconciles cash register as well as various department checking accounts, including undercover, civil process, commissary and inmate trust checking accounts.
- Maintains bank signature cards for all departments checking accounts.
- Maintains department purchasing cards and gas cards.
- Maintains commissary checkbooks.
- Maintains detailed records for specific department accounts/functions including restitution, drug case reimbursement, drug education, donations, evidence fund, state and federal grants, extraditions, towing expenses, inmate medical expenses, fixed assets and unclaimed funds; prepares and submits a variety of financial reports.
- Orders and maintains office supplies for department.

- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years related experience and/or training; Bachelors degree in Accounting or relative fields of study, and one year experience; or an equivalent combination of education and experience. Prior experience in legal or law enforcement setting.

Preferred Training and Experience Required to Perform Essential Job Functions

Two years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience. Knowledge of medical terminology and coding preferred. Proficiency in Microsoft Excel and Microsoft Word.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, 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.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
