



# Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

## ACCOUNTING SPECIALIST

<b>Division:</b>	<b>Administrative Services Division</b>
<b>Section:</b>	<b>Accounting</b>
<b>Pay Grade:</b>	<b>111</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Classification:</b>	<b>Full Time</b>
<b>Updated on:</b>	<b>July 2024</b>

### JOB SUMMARY

This **non-critical** position is responsible for performing a variety of duties for the Financial Services Section to include, but not limited to, coordinate, administer, and perform accounts payable, payroll, general accounting, asset inventory management functions and various duties assigned by the Deputy Director of Accounting. The employee has significant latitude for independent judgment and initiative in researching and resolving problems, preparing financial reports and summaries using prescribed formats, and independently completing work processes for distinct accounting functions. The employee receives supervision from, and reports directly to, the **Deputy Director of Accounting**. Work is evaluated through observations, conferences, and reports.

### ESSENTIAL JOB FUNCTIONS

- Process vehicle and fleet invoices, to include verifying requisitions, purchase orders, and payment authorizations. Code invoices, submit for approval, copy, and send to the County for payment.
- Process deposits for payments and coordinate information with the County Treasurer's Office relating to auctions, vehicle accidents, and firearms sales.
- Interact directly with vendors and the Quartermaster concerning questions on purchase orders, invoices, inventory etc.
- Recording and maintaining the Agency's fixed asset records and files, and assisting in the annual auditing process of fixed assets agency wide.
- Assists in the bi-weekly data entry of the Agency's payroll information, processing payroll for (13) divisions in the County Government's payroll system. Acts as the backup to payroll processing for the entire agency.

- Researches and performs follow-up regarding errors identified in department financial records and documentation; prepares journal entries accordingly.
- Analyze, track and reconcile the travel and training budget. Maintains and process check requests with necessary documentation for training and travel requests. Prepares individual training expense reports for any prepaid training expenses. Maintains training expense spreadsheet.
- Process Accounts Payable invoices, check requests and credit card statements. This includes verifying information with the requisition, purchase order or approved contract pricing if applicable. Code invoices/items for payment with proper account, copy for file and submit to the County Accounting office for payment.
- Assist in the scanning of other Financial Services file documents including but not limited to Accounts Payable, Payroll, Accounts Receivables, and Fixed Assets.
- Maintain Accounts Payable files by setting up files for each fiscal year and adding any new accounting folders, as needed.
- Reconcile payments to vendor statements, as required.
- Receive monies owed to the Sheriff's Office and make appropriate deposits.
- Maintains the open file of agency dishonored checks.
- Reconciles daily red light and speed camera payment files between County finance system and Camera Programs.
- Reviews red light and speed camera systems for overpayments and process refund requests as required.
- Posts returned check information in red light and speed camera systems as required.
- Reconciles daily fingerprint deposits received at the Treasurer's Office. Checks against CJIS receipts for service type. This also includes reconciling the statement when it arrives from the State of Maryland and submitting the invoice to accounts payable.
- Reconciles CJIS receipts with monthly CJIS Invoice from Maryland Department of Public Safety and Correctional Services in order to process for payment.
- Posts payments received for County parking tickets. Provides customer service for calls received concerning Parking tickets.
- Processes court requests received for County parking tickets for submission to district court.
- Assists in the preparation of memos for funds forfeited by the Courts to Charles County for submission to the County Accounting Office.
- Reconciles monthly bank statements for the Sheriff's special awards account, judicial services section checking account, and the explorer's checking account.
- Reconciles the monthly detention center Inmate Accounting ledger, to include reconciling the paid invoices, verifying all deposits and checks written, update the financial spreadsheet, and forwarding for review to the Assistant Chief of Accounting at the County Government.
- Reconcile monthly vehicle reports with accounts payable information and prepare correction reports.
- Maintains and order office supplies for the Financial Services Section.
- Prepares and updates various reports as directed.
- Attends and participates in meetings and training sessions, as required.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High school diploma or an acceptable equivalency diploma (GED). Three (3) years of experience in the field of governmental accounting, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Knowledge of general accepted accounting principles and practices (GAAP). Three (3) years of experience working with Excel spreadsheets.

**Licenses or Certifications:**

- Must possess a valid driver's license.

**Special Requirements/Qualifications:**

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must report for duty in a regular and punctual manner.
- Must perform work in accordance with sound safety practices.
- Must work overtime and varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

**Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of business English, spelling, and punctuation.
- Knowledge of Modern office management practices, procedures, and equipment particularly as applied to accounting systems.
- Knowledge of office equipment such as a calculator, computer, scanner, fax, and copy machines.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Ability to pass clerical tests, to include spelling, grammar, and data-entry.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgement, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to accurately proofread reports.
- Ability to possess filing skills.
- Ability to enter and retrieve data from the computer system.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to establish and maintain effective working relationships with coworkers and supervisors.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

**PHYSICAL DEMANDS**

The work is sedentary with frequent periods of sitting for prolonged periods of time, answering the telephone, and operating computer equipment. Must be able to climb a step stool or stoop

down to reach file drawers just above or below arm level; read computer screens and be able to distinguish colors; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

### **WORK ENVIRONMENT**

Work is performed primarily in an office setting with frequent interruptions.