



<p>POSITION DESCRIPTION</p> <p>Financial Administrative Assistant</p> <p>FLSA Status: Non-Exempt Classification: Occupational Salary Grade/Band</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: right;">Reports to: Duchesne County Sheriff's Office Manager</p> <p style="text-align: right;">Revised: _____ Human Resources Initials: _____</p>
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POSITION PROFILE

Under the supervision of the Office Manager, provides specialized financial service support in accordance with inmate accounting and contractual billings. Performs collection duties; maintains and sets up inmate records for the inmate's jail reimbursement program pursuant to Utah Code § 76-3-201. Records payments received. Establishes filing systems and various receipt and expenditure ledgers. Performs billing, checking, correcting, posting, and updating of accounts. Enters correspondence and bookkeeping records into the computer system.

- GOALS**
- To be fiscally responsible and accountable.
 - To ensure work performance, effective time management practices, and attention to detail.
 - To articulate and convey information accurately and appropriately to staff and public.
 - To enhance office excellence and development.
 - To enhance technology and other job-related tools.

- ESSENTIAL FUNCTIONS**
- Organizes and maintains outside multi-agencies' contractual billing statements.
 - Provides up-to-date and accurate bookkeeping ledgers on all inmate accounts.
 - Provides organized filing system for all financial data reports.
 - Provides professional communication to inmates, public and administration on accounting.
 - Maintain checks and balances accounts against other accounting records.
 - Provides administration support when needed.
 - Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent;
- One year experience in a business financial supportive role; or an equivalent combination of education and experience; and
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation and drug screen.

SKILLS/ABILITIES

- Attention to detail.
- Enhanced organizational skills.
- Advanced computer skills including QuickBooks, MS Office.
- Ability to perform research functions using internet or database and other software programs used by the Sheriff's Office.
- Ability to work under time restraints to meet official deadlines.
- Ability to effectively solve problems.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively verbally and in writing.
- Ability to read and accurately interpret measurements and office statistics.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and have a good command of the English language.
- Must have a good concept of the mathematical equations associated with business finance.
- Must be able to respond professionally to inquiries from public and other agencies in both written and oral communications.
- Must be able to read and understand state, federal, and local regulations governing records management, reimbursement program and other related regulations associated with governmental agencies.

REASONING ABILITY

- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to communicate understandable instructions and/or problem resolutions.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, currency, common fractions, and decimals.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Normal office working conditions. The noise level in the work environment is quiet to moderate.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.