

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE:** ACCOUNTANT II (Sheriff's Administration)- JDC97

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**Exempt:** No

**Job Type:** 3429P

**Pay Grade:** P330

**Department:** Office of the Sheriff

**Approved/Reviewed By:** Sheriff Darren Weekly

**Date:** 01-10-23

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**General Duties:** Performs a variety of highly-responsible professional general accounting work requiring the proper application of generally-accepted accounting principles (GAAP) and organizational financial policies required for the effective operation of the financial functions of the Sheriff's Office.

**Supervision Exercised:** None; however, training and guidance is provided to divisional personnel assigned to processing invoices, purchasing card transactions, deposits, etc.

**Supervision Received:** Works under the general supervision of the Budget and Logistics Manager. Work is generally assigned and reviewed periodically. Initiative, judgment and the proper application and demonstrated knowledge of generally-accepted accounting principles (GAAP) and organizational financial policies is required.

**Examples of Duties and Responsibilities:**

- Ensures the timely and accurate processing and posting of purchasing cardholder transactions by Sheriff's Office employees and provides guidance to all employees and management levels relative to purchasing card transaction coding and documentation.
- Trains new purchasing cardholders on electronic submission procedures and new employees assigned to accounts payable functions on financial system processes, account coding, processes, etc.
- Evaluates the appropriateness of the coding/categorization of eVouchers and purchase requests for consistency with generally-accepted accounting principles and compliance with Sheriff's Office and County policies, ensures appropriate documentation is included, assesses budget compliance, and communicates with appropriate staff members as necessary.
- Performs a monthly review of the Inmate Welfare Account to ensure appropriate coding of expenditures, reconciles the bank statement, and generates the monthly financial statements.
- Oversees the day-to-day accounting aspects of the Inmate Escrow Account including, but not limited to, the posting of inmate deposits and the recording of charges against inmate accounts by jail personnel; reconciles the month-end bank statement and vendor amounts owed and generates the month-end reports to prompt debt payments to be generated.
- Generates a variety of monthly reports and also performs impromptu research and data compilation as needed to provide analyses upon request.
- Responsible for the monthly, quarterly, and annual reconciliation and reporting of financial activity for the Douglas County Sheriff's Association, the Douglas County Fallen Officer Fund, the Douglas County Sheriff's Office Federal and State Seizure Funds, the Douglas County Impact Unit Federal and State Seizure Funds, the Douglas County Impact Unit Operating Funds, the Douglas County Explorer Post, the Douglas County Inmate Welfare

- Account, and any remaining inactive Douglas County Inmate trust accounts.
- Responsible for State and local quarterly sales tax reporting for the Douglas County Sheriff's Association.
  - Performs quarterly sampling/review of Douglas County Deputy Sheriff's Association payroll.
  - Reconciles Sheriff's Office accounts receivable accounts and other applicable balance sheet accounts and ensures County Finance has reconciliation information and any documentation needed.
  - Evaluates input into the Sheriff's Office WASP inventory system in comparison to general ledger actuals and identifies/rectifies discrepancies through coordination with divisional personnel.
  - Participates in the annual physical inventory of controllable and capital assets.
  - Compiles general ledger journal entries; actively participates in year-end accounting activities.
  - Assists in the development and submission of the annual Sheriff's Office budget.
  - Serves as the Sheriff's Office designated Petty Cash Custodian and ensures that petty cash is properly maintained and appropriately documented.
  - Serves as the designated backup to the Sheriff's Office Budget Analyst.
  - Serves as a key financial resource to all Sheriff's Office personnel.
  - Performs other duties and jobs as assigned.

**Special Requirements:**

- Generally a Bachelor's degree in Accounting or related field and two years of relevant experience or equivalent combination is required
- Must possess a strong knowledge of QuickBooks software and Microsoft Office products
- Familiarity with JD Edwards financial software preferred
- Must be able to pass qualifying exams and a background investigation
- Must meet minimum standards for data entry.
- Must be able to appropriately deal with confidential materials and records.

**Essential Job Functions:**

Language Skills: Ability to read, interpret and develop documents, reports and correspondence. Ability to communicate effectively with co-workers, vendors and the public. Ability to establish and maintain effective working relationships.

Basic Knowledge: Working knowledge of generally-accepted accounting principles (GAAP) and the ability to apply such principles in performing regular duties. Ability to communicate effectively orally and in writing. Importance must be placed on accuracy.

Mental Abilities: Ability to comprehend and retain information related to general job assignments made within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information. Good memory skills.

Physical Skills: Possesses and maintains the ability to operate standard office equipment.

Public Interaction: Explains relevant information as required by verbal and written methods. Assists public as a resource for information relevant to the job assignment. May be required to explain procedures, laws, complaints and other information as required by verbal and written methods.

Computer Skills: Must be competent in QuickBooks and Microsoft Office Products. An intermediate competency level in Excel is preferred. Familiarity with JD Edwards financial software is extremely helpful.

Office Policies and Procedures: Must have the ability to gain and demonstrate a working knowledge of and the ability to understand, apply, and ensure compliance with Sheriff's Office and County financial policies, procedures and directives.

Social Skills: Must be able to establish and maintain effective relationships with peers, supervisors and the public.

Mathematical Skills: Ability to calculate figures and amounts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to analyze and evaluate financial information to determine professionally acceptable solutions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form. Ability to identify and propose procedural improvements to streamline processes and improve efficiency.

Other Skills and Abilities: This position may require demonstration of computer, mathematical, and/or other specialized clerical skills through pre-employment assessments.

Work Environment: Work is generally performed in a typical office setting.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform all the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.