



Accounts Payable Administrator – Sheriff’s Office

Job Code: Grade 11
Exempt: No
Department: Sheriff’s Office
Reports To Fiscal and Administrative Manager
Location: Sheriff’s Office
Date Prepared: October 11, 2018
Date Revised: June 14, 2021

Safety Sensitive Designation Requirements:

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management’s right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible

GENERAL DESCRIPTION OF POSITION

Under the direction of the Fiscal and Administrative Manager, the incumbent is responsible for performing accounts payable functions ensuring Sheriff’s Office expenses are paid in a timely manner. This position requires an individual that is accurate with numbers and is able to meet deadlines in a timely manner. The incumbent is responsible for payment of all outstanding invoices, contract and inner fund transfers involving 11 funds and departmental budgets with a total budget over \$28,000,000. The incumbent must ensure that all invoices are properly coded, documented, approved for payment by an elected official, and that the necessary funds are available. The incumbent must ensure that each situation is handled according to County policies, State and Federal law, and in a manner that maintains optimum efficiency in the department. Work with vendors selling products, such as equipment, janitorial and office



supplies. Assist reception, civil process, the warrant's department and the record' department when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in being accountable for the multi-million-dollar budget of the Sheriff's Enforcement, Detention Center, Communications Department, Community Service, Detention Maintenance, State and Federal Drug Fund, Boat Safety and grant accounts. Act as Sheriff's Office representative on these matters in the absence of the Fiscal and Administrative Manager.
2. Report to Elected Official and Department Heads with regard to any budget over-runs, account problems, and status on payments. Assist with the annual preparation of budget meetings, by printing reports and pulling records.
3. Maintain all purchases using the purchase order system, ensuring they contain appropriate information and proper documentation. This documentation includes authorization forms approved by the Sheriff, Chief Deputy or Majors. Enter data from vendor service quotes to request purchase orders as required in a manner compliant with all purchasing policies. Look up state contract prices and submit contract numbers with purchase order requests. After the purchase is made and items are received, acquire an original invoice and confirm that it has been properly approved and coded. Scan and file all invoices and then forward original to the Comptroller for payments to be made in a timely manner.
4. Review and scan records of every transaction for over 250 vendors. Maintain all invoices for accuracy, check for corresponding purchase orders, receipt of product/service, compliance of the expenditure, and General Ledger Coding for accountability, scan and attach all corresponding documentation. Prepare detailed spreadsheets showing the distribution of expenses to various budgets on common expenses such as telephone and fuel.
5. Input the information from the invoice and purchase order into the computer, checking for accuracy to prevent errors or potential loss of goodwill by the public, vendors, or others. Perform check calculation routine and submit reports, as required.
6. Responsible for collecting authorization forms and invoices for over 200 Sheriff's Office vehicles from both Enforcement and Detention Officers. Checking the accuracy of information entered into the computer (SIMS) for maintenance of these units. Scan and keep record of all forms, then ensure that the corresponding invoices are coded correctly.
7. Ensure prompt payment of monthly recurring expenditures.
8. Print all corresponding reports related to accounts payable.
9. Consult with vendors and upper management regarding invoices presented for payment.
10. Confirm bid items for accuracy in billing.



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11. Create and maintain standing purchase orders. These are created or adjusted annually by looking at the budget and determining how much money will be spent with each vendor, monthly. These standing purchase orders are used by the comptroller's office and the sheriff's office either daily or monthly.
12. Review open purchase orders to determine status and disposition.
13. Correspond with department heads regarding budget over-runs, account problems, or status on payments.
14. Process the County purchase card billings for payment and determine accuracy of the coding and payment processing.
15. Process travel reimbursements according to all laws and policies.
16. Review County policies concerning accounts payable and payroll and make sure that the departments are within compliance.
17. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.
18. Check all invoices for proper sales tax expenditures.
19. Scan all invoices and receipts including any paid by purchasing cards.
20. Match all monthly invoices with corresponding receipts prior to processing payment.
21. Correspond with vendors as needed to reconcile monthly statements.
22. Check each invoice for sales tax rebate opportunities.
23. Coordinate with Purchasing to ensure that all yearly contracts have been completed, signed, and are ready for payment by January 15 of each year.
24. Responsible purchasing and coordinating delivery of office supplies, equipment, printed materials, forms, letterhead, business cards, furniture, first aid medication, etc. that is available to all detention employees. Ensure that all orders are at the best possible prices, quality, and standards for all of our departments.
25. Check all orders upon arrival for soundness, condition, shortage, or discrepancies, confirming that goods meet specifications and verify delivery receipts against purchase orders. Distribute all incoming orders of supplies and other items for all departments.



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26. Work with the Jail Inventory Coordinator in their ordering, tracking shipments, and paying invoices for several thousands of dollars for supplies for approximately 500-700 detainees and jail operations; such as, cleaning supplies, toiletries, personal items required for inmates, and medical services.
27. Assist with petty cash for small expenditures for department heads and employees. Submit reimbursement forms to the comptroller's office for larger purchases and dispense checks back to employees as they are returned to us.
28. Request activation and deactivation for all Sheriff's Office credit cards for personnel. These are used for travel expenses, and numerous miscellaneous needs; including Walmart, Sam's Club, Lowe's, Tractor Supply and Office Depot purchases.
29. Enter VISA Purchasing Card (P-card) invoices into the Central Square system for eighteen purchasing cards. Check for the existence and accuracy of required documents including Reimbursed Trip Expense Reports, Agendas, signed invoices and possible per diem overages. Print statements and reconcile with the End User report. These cards are then turned into the Executive Assistant Admin for a final check with enough time to be submitted by the due date.
30. Assist the Executive Assistant Admin, when needed, in preparing and reconciling over 60 VISA P-Card statements. All statements are collected with invoices that have been entered in to the County Central Square system along with original signed invoices, their Reimbursed Trip Expense Report, Agendas, Booking Sheets, and End User Report. Assist the Executive Assistant Admin in checking for accuracy and anything else that needs done to ensure that cards are turned in by their due date.
31. Assist other office employees in Reception, Civil Process, and Warrants with entering summons, subpoenas, judgments, etc., as well as, the front desk phone and window to help with the general public needs.
32. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.



COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain and maintain CJIS certification or (ACIC) Basic certification.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Mastery: Word Processing/Typing

Intermediate: Alphanumeric Data Entry

Basic: 10-Key, Accounting, Contact Management, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.



MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.



PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

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

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms; frequently required to stand, stoop, kneel, crouch, or crawl; and occasionally required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.



ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); two years previous experience in accounting/accounts payable and bookkeeping. Successful completion of accounting courses is necessary to perform this position's functions; preferably in government accounting. A four-year degree is preferred.

OTHER SKILLS and ABILITIES:

The incumbent should possess knowledge of accounting principles, good verbal/written communications skills, computer skills, good ten key skills/typing, as well as, good math skills. Must possess the ability to resolve accounting, accounts payable, and payroll problems independently. The incumbent should have knowledge of modern office practices, procedures, and equipment. Knowledge of computerized accounting and the ability to perform duties with speed and accuracy is also required.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____