



Pennington County Accounting Technician (Non-Exempt B22)

Position Objective:

The Accounting Technician is responsible for inmate account management, assisting with employee payroll and other accounting services support under the Pennington County Jail. The Accounting Technician reports to the Jail Accountant II and works as a peer to the staff assistants as needed. This position requires exceptional attention to detail, program specific knowledge and strong organizational skills.

The Accounting Technician does work directly with inmates on and off of the secure side of the facility.

The Accounting Technician is typically assigned to work between the hours of 8am and 5pm Monday through Friday. This position qualifies for a flexible work schedule per Global Policy as coordinated with supervisor.

Essential Functions:

- Basic bookkeeping duties to include collecting payment, processing receipts, entering payments, writing checks and assisting with month end balancing.
- Managing electronic monitoring inmate status changes, payments, refunds and invoice reconciliation.
- Processing deposits, reconciling cash, identifying and correcting inmate account errors.
- Managing inmate unclaimed property.
- Applying work credits to inmate accounts.
- Processing and accessing fees for other entities housing inmates in Pennington County.
- Conducting audits on billing entries on inmate bookings.
- Depositing received monies into inmate accounts
- Preparing in house medical visits lien reports for auditor's office
- Entering vouchers into financial system
- Assisting with and processing department payroll
- Auditing employee paid leave banks
- Balancing the inmate account checkbook
- Balancing the inmate funds in the accounting system
- Attend trainings and meetings as required.
- Performing other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Associates or higher degree in accounting related field.
- 2 years related experience (clerical and/or customer service)
- Valid South Dakota Driver's License

Working Environment:

The work is performed in an office. Staff may be exposed to strong odors or offensive language. Moderate levels of noise are common due to public visitations.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.