Pennington County Sheriff’s Office Job Description

**Job Title:** Bookkeeper II  
**Division:** Jail  
**Reports To:** Administrative Assistant III / Office Manager  
**Grade:** 12  
**FLSA Status:** Non-Exempt  
**Approved Date:** 1/24/12

**Job Summary**

The Bookkeeper II performs bookkeeping work of routine difficulty in reviewing and processing financial records and reports, and related work as required. The Bookkeeper II has basic reception duties, interacting daily with staff members, inmates and the public, both in person and on the phone.

**Essential Duties and Responsibilities**

- Performing bookkeeping work, including reviewing and processing financial records and reports.
- Maintaining accounting records such as Accounts Receivable and Vouchers to ensure that the books balance.
- Preparing deposits.
- Maintaining Work Release financial records and total amount owed, as well as notifying the inmate(s) of the cost.
- Preparing disbursement of funds by entering information into the accounting management/computer system, printing and balancing reports and writing out checks.
- Assisting in preparing and analyzing financial statements such as worksheets, operating statements and changes in the fund balance.
- Corresponding with the Auditor’s Office to transfer funds from one account to another.
- Preparing annual financial unclaimed property reports to the state of South Dakota
- Preparing and submitting monthly board bills
- Performing other duties as assigned.

**Minimum Requirements**

- HS Diploma or GED required.
- Three years in an administrative position; one year in a bookkeeping position.
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.

**Working Environment**

The work is performed in an office.
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Physical Requirements
The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.