

Washington County

Fiscal and Administrative Manager

Job Description

Job Code:	22
Exempt:	Yes
Department:	Sheriff's Office
Reports To:	Captain
Location:	Sheriff's Office
Date Prepared:	April 03, 2018
Date Revised:	June 14, 2021
Safety Sensitive:	This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

This position has the administrative responsibilities and accountability for the overall operation and activities within the front offices; overseeing the day-to-day operation of these offices. This includes, Accounts Payable Department, the Civil Process Department, the Warrants Department, the Records Department and the front reception area. Directly supervises three (3) positions; the Civil Process Bookkeeper Supervisor, Warrants Records Supervisor, and Accounts Payable/Purchasing Clerk, and generally supervises six (6) positions working under their command within these departments. Responsible for balancing the budget. Prepares and submits all line item transfer requests for the Sheriff's Office budgets, which includes Sheriff, Detention Center, Detention Maintenance, Communications, Work Release, Boat Safety, SCAAP, JAG Grant, federal funds, state funds, and miscellaneous non-annual funds. Ensure budget controls are being followed and accurate documentation is kept for a minimum of six (6) different funds with multiple departments having different budget controls annually. These combined total budgets are approximately \$30 million dollars. The incumbent is responsible to the Sheriff and State Auditors for maintaining these budgets, making sure compliance of expenditures and general ledger coding for accountability. Serve as a staff resource for questions regarding the statement of operations, budgets controls, County compliance codes in regard to purchasing procedures, contracts, bids, and general budget spending to assist the sheriff, chief deputy, and majors with the annual preparation of the budget. Perform executive level administrative duties for the Sheriff, Chief Deputy, division commanders and others in the department designated by the Sheriff. This includes creating special reports regarding budgets, grants, and daily expenditures along with any other needed information. Work closely with the staff, state and federal agencies, public, as well as, working with vendors selling products, such as: food, automobiles, equipment, office supplies, etc. for all budgets under the Sheriff's control. Enter requests for daily purchase orders along with yearly purchase orders determining fund, department, and line items keeping a log of purchase orders for purchases. Request and receive thousands of invoices, coding, and authorizing payment for purchases made by all departments under the Sheriff's control. Must also be diligent in regard to confidential and sensitive information, as directed by the Sheriff, Chief Deputy and County policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervisor of front office personnel. Must possess general working knowledge of each department. Perform supervisory responsibilities, which includes interviewing, providing hiring recommendations to the Sheriff, training employees, developing standard procedures and protocol for department, assigning and directing work, preparing appraisals, rewarding and disciplining employees, addressing complaints and resolving problems. Make timecard entries and corrections to ensure records are accurate and in compliance with military leave, FMLA, workers' comp., etc. directed by County policy.

2. Prepare expense reports, supporting paperwork, and reimbursement requests for the High Intensity Drug Trafficking Area (HIDTA) grant. This includes, employee travel expenses, vehicle expenses, and office expenditures along with reporting hours worked by deputies towards initiatives. Works at times with multiple grant awards. Manage funds and make requests for reprogramming of funds including justification for reprogramming to the State Director keeping cumulative reports, and journal ledgers along with reprogramming correspondence with the director and State Fiscal Officer. Submit paperwork and reimbursement requests to the Director. Submit reimbursement checks to the Treasurer and paperwork to the Grant's Office once receipt for deposit has been received. Keep copies of awards along with all documents organized and ready for examination by staff and auditors.

3. Assist the project coordinator with monthly reimbursement requests for mobilizations worked under the Selective Traffic Enforcement Program (STEP) grant. Verify all hours worked to ensure these hours meet the specified times and dates for each mobilization along with general accounting accuracy then sign all mobilization summaries as the fiscal department representative along with the project coordinator. Review and submit activity sheets, mobilization reports, reimbursement request, press releases and all documentation to the program manager with Arkansas State Police Highway Safety Office ensuring deadlines are met. Receive and forward reimbursement checks to the Treasurer and paperwork to the Grant's Office once receipt for deposit has been received. Maintain copies of all paperwork along with annual proposal and awards for examination by staff and auditors.

4. Prepare and submit reimbursement requests along with documentation for the hours worked by deputies performing lake patrol at Lake Wedington for the USDA Forest Service Cooperative Agreement. Verify all hours worked to ensure these hours meet the specified times and dates for the annual operating plan. Forward reimbursement checks to the Treasurer. Keep copies of all paperwork along with the annual cooperative agreement.

5. Receive and review all weekly invoices for detainee meals provided while housed at the detention facility. This is approximately 1 million dollars annually. Code and sign authorizing payment of invoices. Submit invoices to the comptroller. Maintain records of these expenses to provide to the vendor and staff. Receive commissary reports and checks for money generated from the sale of snacks, medication, care and hygiene items, etc. to detainees housed at our facility. This is approximately \$160,000.00 annually. Forward reports and checks to the Treasurer for deposit. Keep copies of reports, checks, and receipts to provide to vendors, staff and auditors.

6. Receive all invoices for psychological services for employee sessions and pre-employment screenings. Redact personal information, code invoices, and sign to authorize payment. Keep in-house records before submitting invoice to the Comptroller's Office. Must maintain confidentiality for sensitive information.

7. Receive monthly fuel transactions for 200 authorized drivers within the department. There are generally 900 monthly transactions with a monthly average of \$28,000.00. Review each transaction for accuracy. Prepare and submit a transaction report along with coding and signing authorizing payment of invoices. Submit invoices to the comptroller. Process all fuel rebate checks; coding them and sending them to the Treasurer for deposit. Maintain copies of all checks, receipts, reports, invoices, and documentation.

8. File claims with fuel vendor for all unauthorized fuel charges. Complete an Affidavit. Prepare an unauthorized use report along with any other paperwork required by vendor. Disputes can take up to 90 days to resolve and have been over \$15,000.00 per case. Add new drivers to the authorized list of users in the absence of the primary requester.

9. Distribute and receive back all original signed documents each month involving procurement cards (p-card) for 60 cardholders. Enter transactions and make corrections in the County accounting system. Work individually with cardholders, vendors, and Treasurer to obtain receipts, forms, agendas, itineraries, travel sheets, etc. Reconcile statements for all 60 cardholders, signing each statement giving authorization for payment. Submit finished statements and documents to comptroller by due date to avoid late charges. Keep copies of all documents.

10. Receive and review monthly invoices for utilities for three (3) buildings. Code and sign authorizing payment of invoices for electric, gas, water and sewer, etc. Monitor accounts for large fluctuations in usage for possible leaks or other issues. Maintain records of these monthly costs and provide information as needed.

11. Maintain a \$1,000.00 cash buy money fund. Disburse funds and keep detailed records, including case numbers, disbursement amounts, recipient of funds, receipts, and funds returned. Submit a monthly report to the Treasurer and maintain detailed records for annual examination by auditors.

12. Maintain a petty cash fund. Disburse funds to employees who have used personal funds for authorized business expenses. Submit all reports, documents, and receipts from monthly disbursements to the Comptroller for reimbursement to the petty cash drawer. Receive and cash reimbursement check, replenishing the fund. Send a monthly report to the Treasurer and maintain for examination by auditors.

13. Receive checks from the prosecutor and local courts for payments made by offenders towards restitution owed to the different departments within the Sheriff's Office. Code and forward checks to the Treasurer for deposit. Maintain records of payments, receipts, and balances owed. Correspond verbally and in writing regarding restitution owed with the points of collections.

14. File any claims for approximately 200 county vehicles; send notification of accidents involving these vehicles, collect and forward accident reports, estimates, and pictures to insurance representatives for determination of liability working individually with drivers and insurance representatives. Schedule tows, inspections, and repairs, working individually with drivers, insurance representatives, tow companies, adjustors, and collision centers. Create files and enter requests for purchase orders for deductibles. Receive supplements, insurance checks, and final invoices to pay. Once repairs are complete, sign invoice authorizing payment to be issued and forward to the comptroller. If the vehicle is deemed a total loss, receive and agree to settlement, request title, make arrangement to have equipment removed and arrange a pickup time for the wholesaler buyer. If needed, request that appropriation of this money be put on the agenda.

15. Review and sign checks as needed for refunds, forfeitures, and disbursement from Felony Bond Account, Execution Account, and Fine and Fee Account, which includes all civil process fees, bonding fees, booking fees, warrant fees, work release fees, accident report fees, and miscellaneous fees. These combined accounts consist of money collected and held by departments under the sheriff's command. This is approximately \$650,000.00 annually.

16. Responsible for purchasing arrangements of vehicles, equipment, office supplies, furniture, uniforms, cleaning supplies, etc. for all departments under the Sheriff's command.

17. Coordinate necessary documents for the purchase of new vehicles under state awards along with used vehicles in accordance with Arkansas County Compliance. This is done for all vehicles purchased for all departments under the sheriff's command. Coordinate with senior staff members, vendors, Property, Purchasing, Assessor, and Comptroller to ensure all documents needed are obtained. Arrange for appraisals of vehicles that are being considered for trade. Cancel insurance on

vehicles that are designated for trade towards a purchase of another vehicle along with requesting coverage for all newer vehicles. Receive, code, and sign invoices authorizing payments. Submit paperwork to Purchasing for preparation of documents to register the vehicles. Register the vehicles with the Department of Revenue if the in-house primary designated person is unavailable. Maintain vehicle files, which include copies of all paperwork for all vehicles.

18. Update yearly contracts equaling thousands of dollars for departments under the Sheriff's command. Ensure all paperwork is reviewed, signed, completed, and submitted in a timely manner to Purchasing. Keep copies of all contracts on file for each department's records.

19. Activate and oversee all department credit cards for personnel under the Sheriff's command. These are used for: fuel, meals, travel expenses, and miscellaneous purchases. This includes local, state and national vendors.

20. Maintain insurance files for all Sheriff's Office vehicles, lawnmowers, all-terrain vehicles, boats, and medical insurance on approximately 150 detainees in the Work-Release Program.

21. Work with staff on special projects, (child information cards for schools, pre-schools, daycares, and Washington County Fair booth.).

22. Prepare per diem travel reimbursement requests and education reimbursement requests. Sign forms authorizing payment, forward forms to the comptroller and provide the checks to the employees once received. Maintain copies of all records for each department's budget.

23. 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

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

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 solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

- Must be able to obtain and maintain CJIS certification or (ACIC) Basic certification.
- Valid Driver's License.
- Ability to obtain Criminal Justice Information System (CJIS) Security Training
- Ability to obtain all National Incident Management System (NIMS) training requirements.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Spreadsheet

Intermediate: Accounting, Alphanumeric Data Entry, Database

Basic: Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

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, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

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.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

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 where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to 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, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

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.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to walk, sit, reach with hands and arms; and occasionally required to stand, 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; distance vision; color vision; peripheral vision; and depth perception.

ADDITIONAL INFORMATION

EDUCATION and/or EXPERIENCE:

The incumbent must possess understanding of fund accounting; Business Accounting Degree or equivalent from four-year College or six (6) years related experience and/or training; or equivalent combination of education and experience, as well as three (3) years of management experience. The incumbent should possess an intermediate level of data processing and computer knowledge with spreadsheet and work processing experience.

SUPERVISORY RESPONSIBILITIES:

Supervises the Accounts Payable Department, the Civil Process Department, the Warrants Department, the Records Department and the front reception area. Directly supervises three (3) positions; the Civil Process Bookkeeper Supervisor, Warrants Records Supervisor, and Accounts Payable/Purchasing Clerk, and generally supervises six (6) positions working under their command within these departments.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring/training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS and ABILITIES:

The incumbent should possess excellent knowledge of accounting principles, possess good verbal/written communication skills as this position has frequent contacts with, upper level management and department heads, and the public on matters requiring explanation. This position requires computer skills, good typing/math skills. The incumbent must possess the ability to resolve accounting problems independently. The incumbent should have knowledge of modern office practices, procedures, and equipment; knowledge of computerized accounting; the ability to perform duties with speed and accuracy. Must not have any felony convictions.