**TITLE: Accounting Coordinator**

**FLSA:**  Exempt X Non-Exempt

**APPROVED:**

**REVISED:**

**JOB OBJECTIVE:** Meets the needs of the Two Bridges Regional Jail by supporting the business and financial operations.

**GENERAL EXPECTATIONS:**

1. Be committed to the mission of the Two Bridges Regional Jail.
2. Be punctual for scheduled work and use time appropriately.
3. Perform duties in a conscientious, professional, and cooperative manner.
4. Perform required amount of work in and cost-effective manner.
5. Be neat and maintain a professional appearance.
6. Understand and work within Two Bridges Regional Jail Policies and Procedures.
7. Work collaboratively as a member of a team with all staff.
8. Maintain confidence and protect Two Bridges Regional Jail by keeping information concerning inmates and Two Bridges Regional Jail Operations confidential.

**KEY EXPECTED RESULTS:**

1. Maintains all financial records of Two Bridges Regional Jail, establishing and maintaining internal control procedures and ensuring that accounting standards and regulations are maintained.
2. Prepares and processes accounts payables, ensuring needed purchase orders are pre-approved; distributes warrants for approval.
3. Maintains vendor payable files, W-9’s and certificates of insurance.
4. Prepares and distributes monthly accounts receivable billing, including boarding contracts (Federal, DOC, counties), medical reimbursement, etc.
5. Processes medical claims for reimbursement from federal, state or private insurance providers.
6. Records cash receipts and provides documentation for account reconciliation.
7. Maintains inmate benefit and inmate trust account, including deposits to accounts, withdrawals, and monthly reconciliation.
8. Processes commissary account transactions as needed.
9. Assists in bi-weekly payroll processing, including preparing employee paychecks or direct deposits, withholding tax and benefit liabilities, reporting liabilities and transmitting payment to the appropriate agencies, preparing and reporting annual wage statements to the necessary parties.
10. Provide back-up to the HR coordinator for benefit and reporting duties.
11. Prepare annual tax reporting, including IRS 1099 forms.
12. Prepare for the annual financial audit and act as TBRJ’s liaison to the audit team.
13. Assists the Jail Administrator in developing the annual budget for review by the Jail Authority.
14. Reports monthly financial data to the Department of Corrections as required.
15. Prepares monthly financial reports for the Jail Administrator and Jail Authority.
16. Assists department heads with accounting questions, historical information, projections and reports.
17. Performs other administrative duties assigned to aid in the mission of Two Bridges Regional Jail.

**PHYSICAL REQUIREMENTS:**

 The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 While performing the duties of this job, the employee is regularly required to sit, and talk or hear. The employee is occasionally required to stand, walk, and use hands to finger a standard computer keyboard, use a computer, mouse, telephone, calculator, printer, and copier. The employee must occasionally lift and/or move up to 25pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus**.** Employee is required to operate a motor vehicle.

**WORK ENVIRONMENT:**

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

The administrative office is located in a secure area of a corrections facility that is separated from the detention area. The noise level in the work environment is usually quiet.

**REQUIREMENTS AND SKILLS NEEDED FOR POSITION:**

* Associates Degree in business management, bookkeeping, accounting or related financial field desirable
* Bachelor’s Degree is highly desirable
* Proven financial analytical skills
* Use of electronic spreadsheet and word processing software required
* Knowledge in use of Microsoft Office Suite accounting and payroll software packages desirable
* Working knowledge of Federal and Maine finance laws

**EXPERIENCE:**

* One (1) to three (3) years’ experience as an accounting, bookkeeping, or fiscal management in a small company, non-profit organization or governmental entity and in a medium to large size organization, preferably in the public sector.

**REPORTS TO: SUPERVISES:**

Correctional Administrator No one