

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FOR IN-HOUSE APPLICANTS
BEGINNING MAY 1, 2023 THROUGH MAY 5, 2023.**

**APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED BEGINNING
MAY 6, 2023 THROUGH MAY 19, 2023 OR POSITION IS FILLED.**

On-line: <https://www.co.wayne.in.us/web/jobs/index.php>

JOB TITLE: Bookkeeper/Administrative Assistant

Date Posted: May 1, 2023
Department: Community Corrections
Hours: 40 hrs./week
Salary: \$19.18/hours

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Bookkeeper/Administrative Assistant for the Community Corrections/Probation Department, responsible for maintaining department financial records.

DUTIES

Receives and receipts various fees, including balancing ledgers and participant accounts, copying payment stubs, and submitting funds to appropriate agencies. Processes department claims and expenditures, including maintaining department accounts and fund balances, maintaining accurate customer ledgers, recording payments, and reviewing discrepancies. Prepares and delivers bank deposits.

Prepares and processes payroll, including entering payroll claims on computer.

Prepares various reports, including financial reports, reports of collections, and grant fund reports.

Makes checks to Treasurer as needed.

Answers office telephone and greets office visitors, providing information and assistance, taking messages, and/or transferring to appropriate individual or department.

Performs various clerical duties as assigned, such as typing/preparing correspondence, forms, and various reports, making copies, and maintaining/purging department files. Processes outgoing mail.

Periodically performs non-managerial duties of other department personnel in their absence or as assigned.

Prepares for and attends as necessary, the annual audit by the Department of Corrections.

Sets up client payment accounts based upon the fee schedule. Prepares billing and submits billing. Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Previous experience in accounts receivable/payable preferred.

Working knowledge of principles of bookkeeping and ability to perform arithmetic calculations.

Working knowledge of English grammar, spelling and punctuation, and ability to type with speed and accuracy.

Working knowledge of standard office practices and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to properly operate a variety of standard office equipment, including a computer, telephone, calculator, fax machine, postage meter, copier, and switchboard.

Ability to effectively communicate orally and in writing with co-workers, other county departments, law enforcement agencies, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at one time, often under time pressure.

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties with work priorities and schedules primarily determined by service needs of the public and supervisor. Incumbent receives general supervision with assignments guided by broad policies and/or general objectives. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily

detected or prevented through supervisory review and standard bookkeeping checks. Undetected work errors could result in loss of money or inconvenience to other agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, and the general public for the purpose of giving and receiving information.

Incumbent reports directly to the Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting for long periods, keyboarding, close vision, speaking clearly, and lifting objects weighing under 25 pounds.

**APPLY AT: Human Resources
Wayne County Government
401 East Main Street
Richmond, IN 47374**

On-line at: <https://www.co.wayne.in.us/web/jobs/index.php>

*Wayne County Government is
an Equal Opportunity Employer*