



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: ACCOUNTANT DEPARTMENT OF CORRECTIONS

Join our team as the part-time Accountant for Rockingham County Department of Corrections. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

SCOPE OF POSITION:

The Department of Corrections Accountant will maintain records of financial transactions for the department by utilizing their knowledge of bookkeeping, accounting and financial reporting

ESSENTIAL JOB FUNCTIONS:

- Reviews and reconciles daily general ledger and Jail Management System transactions to the Inmate Fund for accuracy.
- Processes Adult Diversion fee billing, accruals and collections utilizing Munis, the County's accounting system.
- Assists with the Correction's department bi-weekly payroll process.
- Reconciles monthly bank statements.
- Maintains and provides a detailed list of escheated funds to the Finance Department annually.
- Reviews and reconciles monthly Out of Facility inmate medical billings.
- Reviews and reconciles petty cash account transactions.
- Prepares departmental Purchase Orders.
- Generates inmate daily headcount reports for facility.
- Provides support to Office Administrator for Request for Proposal preparation and review.
- Processes A/P warrants through purchase orders and invoicing.
- Prepares and reconciles month-end and year-end Inmate account transactions using system reports for review by the Office Administrator.
- Serves as System Administrator (Accounting system, Jail Management System, Time Keeping system, telephone system) for Department in absence of Office Administrator.
- Maintains auditor-approved files.

REQUIRED EDUCATION AND EXPERIENCE:

- Knowledge of accounting-and financial reporting with an emphasis on Governmental/Fund accounting.
- Associates Degree preferred, or:
- Experience equivalent to the completion of an Associate's Degree from an accredited college or technical school or;
- Two years of related experience and/or training, or;
- Any equivalent combination of education and experience.
- Prior experience utilizing fund accounting software and or Jail Management System software is preferred.

SALARY RANGE: \$15.69 - \$21.72 dependent upon experience

STATUS/SHIFT: Part-Time, 30 hours per week / 8:00 am – 2:00 pm

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

Brentwood, NH 03833

Applications can be found online at: Rockinghamcountynh.org/careers

Equal Employment Opportunity

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.