



## SEPTA Correctional Facility

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<b>Position:</b>	Accounts Manager
<b>Division/Department:</b>	Operations
<b>Reporting Relationships:</b>	Business Manager
<b>Normal Work Schedule:</b>	8:00 AM to 4:00 PM Monday through Friday

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### Minimum Qualifications:

- Associates degree in accounting or related field
- At least one (1) year of successful work experience with bookkeeping and secretarial duties including experience using spreadsheets and word processing computer programs.
- Must be able to pass a background check and drug screen.
- Must complete Unarmed Self-Defense Training.
- Must have a valid driver's license.

### Specialized Skills and Knowledge:

- Ability to write routine business letters reflecting standard styles.
- Ability to adhere to strict restrictions relating to confidentiality.
- Ability to develop and maintain working relationships with administrators, associates and residents.
- Ability to prioritize and deal with multiple requests and projects.
- Skills in typing, data entry, 10-key calculator, word processing, and spreadsheets.
- Knowledge of office practices and procedures.
- Knowledge of accounting and bookkeeping methods.
- Knowledge of requisition and purchase order procedures.

## SUMMARY OF JOB DUTIES AND FUNCTIONS

### *ESSENTIAL FUNCTIONS*

#### Fiscal

- Oversees Resident Commissary and Resident Program Fund accounts.
- Assures all incoming funds are accurately deposited and appropriately credited.
- Process purchase orders and vouchers as required for ODRC Grant fund.
- Post invoices to facility accounting system.

#### Facility Commissary

- Process any necessary credits to resident accounts for commissary shortages.
- File commissary orders receipts on a weekly basis.
- Place orders as needed to maintain adequate commissary inventory for facility incentive programs and appropriate quantities of intake packets.
- Verify that all signed commissary sheets are returned.

#### Resident Accounts

- Assure each intake is entered into the resident account system, Cobra Banker, using the Commissary Intake Form.

- Approves all spending from resident accounts in accordance with Resident Handbook guidelines.
- Write checks to pay offender court costs/fines and restitution as court ordered in accordance with Resident Handbook guidelines.
- Writes checks to pay offender obligation payments as requested via resident disbursement requests and as allowable per the Resident Handbook and SEPTA Standard Operating Procedures.
- Securely and accurately process requests for cash and other misc. requests requiring cash.
- Maintain resident accounts by entering facility charges and crediting for paychecks and monies deposited to their account from outside sources.
- Maintain records of all resident account transactions.
- Process closing of resident accounts upon release.
- Keep records of terminated residents forwarding addresses.

## ***MARGINAL FUNCTIONS***

- Will assist staff as needed in typing and other duties.
- Must be able to understand and demonstrate the need to be flexible in an agency with a small staff. Will need, from time to time, to be assigned to projects and duties outside of the normal.

## **STANDARDS OF PERFORMANCE**

### Quantity

- You complete all work required on a weekly basis. Telephone calls are answered within three rings.
- Walk-in visitors are greeted immediately.
- You perform in a manner that conforms to all the Facility's Policy and Procedure and Personnel Policy Manuals.

### Quality

- You carefully check letters, memos, and reports for spelling, grammar, and mathematic errors prior to returning to originating staff member. Error rate on a weekly basis should not exceed five instances.
- You plan and organize your workload in a manner that routine responsibilities are handled in a systematic fashion. For example, commissary is appropriately stocked.
- You respond to routine and extraordinary requests for service in a positive and professional manner.
- You make effort to accomplish special requests to meet the needs of the staff person making the request.

### Timeliness

- You report to work on time as scheduled.
- You meet the schedule for all work and reports. You assure that you do not prevent others from meeting their deadlines because of you.

### Team Effort/Cooperation

- You demonstrate a cooperative attitude regarding meeting work demands. You share job responsibilities of others and make an effort to work with co-workers.
- You demonstrate a cooperative attitude regarding helping other units of the facility. You volunteer for special projects; seek to assist other units when your workload allows.

### Information Processing

- You meet all deadlines and schedules for word processing and report preparation.
- You have all records organized and stored in a manner that permits easy access by others as needed.

### Using Office Equipment

- You demonstrate proficiency with QuickBooks, Microsoft Office, the typewriter, calculator, and other office equipment.
- You report the need for maintenance of any equipment immediately.

### Dealing with the Public

- All contacts with the general public are handled in a tactful and professional manner. At times you will be presented with agitated and frustrated visitors.
- You demonstrate the ability to solve problems and make decisions based on an understanding of the importance of Facility operations.
- You demonstrate an ability to deal with residents in a positive manner, using good judgment regarding the enforcement of Facility regulations.