

Lackawanna County Prison
Classification Title: Office Assistant-Business Office

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform accounting duties for the Lackawanna County Prison. This classification also performs other financial projects as assigned and assists the Administrative Officer. This position is considered a confidential management employee.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs accounting; prepares and codes account numbers on invoices; assists with entering data to inmates' financial accounts, assists with relating to accounts payable, accounts receivable and general ledger; balances ledgers and generates appropriate reports.

Reviews general ledger transactions to verify proper coding; corrects and adjusts as necessary; updates and corrects inmate account details; supports and documents all entries; prepares analyses as needed.

Reviews cash deposits, money orders, work release inmate pays performed by other staff. Assists external auditor with audit reports. Handles and maintains correspondence with the Treasurer's office. Prepares special reports at the request of the Controller.

Compiles information and statistics for various reports, rosters and correspondence as required by departmental assignment; conducts research to obtain information and data; examines data for relevance; reviews information with supervisor and/or other personnel as necessary; prepares report according to departmental guidelines; maintains copies for future reference and use by authorized individuals.

Utilizes various office equipment such as personal computer, mainframe, fax machine, photocopies, and other equipment as necessary to perform daily duties; use various computer software in the preparation of reports, documents and case tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary. Attends staff meetings in Administrative Officer's absence. Files and maintains reports, audits, letters and papers. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associates' degree in related field; supplemented by one years experience and/or training in general accounting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Please submit your application or resume and references no later than February 10, 2012 to:

Analyst for Human Resources
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503
Email: petersens@lackawannacounty.org

EOE