



# ROCKINGHAM COUNTY

## DEPARTMENT OF HUMAN RESOURCES

### CAREERS

#### **POSITION: ACCOUNTANT** DEPARTMENT OF CORRECTIONS

Join our team as an Accountant for Rockingham County's 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 Accountant is responsible for maintaining records of financial transactions for the corrections department by utilizing their knowledge of bookkeeping, accounting and financial reporting.

#### **ESSENTIAL JOB FUNCTIONS:**

- Establishes new financial and telephone service accounts for inmates.
- Reconciles monthly telephone account and prepares invoice for payment.
- Maintains records, verifies and processes all debits and credits to inmates' accounts and any corresponding accounts.
- Researches and processes inmate release checks.
- Answers inquiries to assist inmates and families with account information.
- Prepares and reconciles bank deposits.
- Establishes weekly inmate haircut list and coordinates with barber.
- Processes and fills inmate commissary orders.
- Processes work-release room and board payments to the county and estimates of work- release revenue for the Finance Department.
- Issues and processes inmate account withdrawals as authorized by inmates for payment.
- Processes and enters weekly inmate job assignments for payment of work performed.
- Reviews and approves requests by inmates of reading materials.
- Prepares and processes revenue warrants for revenues received.
- Maintains roster of inmates housed at other facilities for billing purposes.
- Prepares warrants detailing transactions to the Chapel Fund Account and the Commissary Account.
- Reviews and edits daily time punches for all Corrections employees.
- Maintains attendance records for all Corrections employees.
- Processes bi-weekly payroll for the Corrections department for review by the Office Administrator.
- Maintains auditor-approved files.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Associate Accounting Degree preferred or at least two years of related experience with bookkeeping, accounting and financial reporting equivalent to an Associate's Degree from an accredited college or technical school.

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

**STATUS/SHIFT:** Full Time / First Shift

**SUBMISSION REQUIREMENTS:** Employment application and resume required.

Apply Online: [Careers@co.rockingham.nh.us](mailto:Careers@co.rockingham.nh.us)

Walk-In / Mail Applications:

111 North Rd

.Brentwood, NH 03833

Applications can be found online at: [Rockinghamcountynh.org/careers](http://Rockinghamcountynh.org/careers)

***Equal Employment Opportunity***

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