

**Polk County Sheriff's Office Job Description**  
**1024 Accounting Clerk**

July 31, 2002, Revised October 9, 2006

**Position Concept:**

The Accounting Clerk performs operations, documentation and clerical duties related to collecting, depositing and maintaining monies and/or maintaining fiscal responsibility for the Sheriff's Office accounts.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Accounting Clerk may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Receive money for public services
- Archive Fiscal storage boxes
- Maintain petty cash
- Balance Suspense account activity
- Reconcile inmate receipts
- Determine sales tax
- Prepare cash to be transported
- Process Surety Bonds
- Process money from Property/Evidence
- Compose correspondence
- Process monthly reports for audits
- Deposit money in bank account
- Deposit money for inmate account
- Forward money to the Clerk of Courts
- Issue receipt books
- Initiate journal entries
- Organize and maintain Fiscal forms
- Track federal forfeitures
- Track and issue field purchase orders

**Education, Professional Certification or License:**

- High School or GED
- Additional course work or training in accounting or bookkeeping is preferred

**Professional Experience:**

- Two (2) years experience in bookkeeping, accounting or a closely related field preferred
- Demonstrated proficiency at keyboarding 35 wpm with no more than 5 errors
- Demonstrate experience with rapid numeric computer inputting is preferred

**Status:**                     Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                     Minimal Risk  Foreseeable Risk

**Environmental Conditions:**

- Works in an office environment with normal stress levels
- Works primarily at a computer terminal subjecting hands, fingers and eyes to increased stress

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**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Fiscal policy and procedures
- Criminal Justice System
- Surety bonds
- Various software
- Tax/accounting procedures
- Florida State Statutes
- Internal controls
- Appropriate forms

**Ability to:**

- Recognize and count U.S. currency
- Operate office equipment
- Read and write English
- Calculate check usage
- Create spreadsheets
- Follow instructions
- Write journal entry
- Operate motor vehicle
- Operate calculator
- Compose

**Skills:**

- Organizational
- Keyboarding
- Research
- Interpersonal
- Computer
- Analytical
- Reconciling
- Clerical
- Basic mathematical
- Basic accounting
- Basic English grammar

**Physical Requirements:**

- Bend/squat
- Stoop
- Lift/carry 35 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal range or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently
- No dyslexia

For additional information on this position refer to the Job Task Analysis.