

# Finance Assistant



## Position Description

### Status

Regular Full-Time, nonexempt

### Compensation

B21

### Bargaining Unit

GELC – General Unit

### Reports to

Administrative Supervisor

### Supervises

none

### Position Category

Specialist

### Summary

Prepares invoices and recovers fees that are owed to the Allegan County Jail for various inmate expenses. Maintains applicable data and processes reports as required for the department.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reviews Court and Jail documentation to identify inmates for which the County is eligible for reimbursement as diverted felons or are under other programs from the State and prepares billings to the State.
2. Maintains files on inmates sentenced to the Jail for weekend commitments and will prepare billings to the inmates for costs incurred and update their files to calculate their release date.
3. Manages the Inmate Blue Cross Blue Shield Policy as needed. Maintains all records in the Blue Cross database for inmates and provides information to medical providers. Receives Explanation of Benefits (EOB's) from Blue Cross and will update and bill the inmate's canteen account as needed. Serves as the liaison with Blue Cross regarding billing and coverage and with the Health Department in regards to all non-covered medical bills being paid.
4. Receives payments in the mail and applies them to the appropriate Canteen account and prepares the bank deposit.
5. Prepares and processes weekly Canteen Account updates, Sentencing Report, housing bills, pharmacy bills, Parole Detainers' release jackets, inmate request forms, medical reports/bills, and BCBS eligibility database.
6. Processes medical billings for the jail received from contract medical department and reviews these bills to determine their appropriateness, records billings and adds charges to the system, check the inmates' Canteen Account, and deducts the appropriate medical expenses from inmate cash accounts.

7. Performs diverse general support tasks such as typing various documents and maintaining assorted documents related to billing and associated processes. Tracks data to provide statistical reports as required.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in an office environment where a great deal of confidentiality is required, the office is located within the Jail and is exposed to individuals that are incarcerated for a variety of criminal offenses. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer for extended periods of time, operate various other office machinery; and move or transport files or other items weighing up to 20 lbs. to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and employees.

## **Required Education and Experience**

1. High School Diploma or equivalent (G.E.D.).
2. One (1) year of advanced training in Accounting.
3. Three (3) years of experience in a clerical position with an emphasis on bookkeeping, finances, data entry, and/or managing multiple accounts and databases.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_