

Camden County Sheriff's Office
Position Description
Finance and Fleet Support Services
Billing Technician

Division: Finance
Job Title: Finance and Fleet Support Services / Billing Technician
Reporting to: Finance Director
FLSA Status: Non-Exempt
Date Prepared: December 20, 2024

Job Summary: Assist with the financial business as support services to the Camden County Sheriff's Office and the responsibilities of the Finance and Fleet Divisions.

Essential Duties and Responsibilities:

- Answer incoming calls to the Finance Office concerning anything budget/finance related and forward accordingly.
- Maintain accurate and organized bookkeeping.
- Maintain detailed accounting ledgers for anything purchased or services received by the Sheriff's Office.
- Code, process and copy invoices and forward to Accounts Payable for payment.
- Reconcile all vendor statements monthly. Process any missing invoices as needed.
- Serve as a liaison between the County's accounts payable department and our vendors to resolve billing discrepancies, when applicable, including assembling all supporting documentation as needed.
- Reconcile monthly reports.
- Keep accurate inventory and maintain security on all sheriff's office purchasing cards.
- Provide copies of all P-card receipts to County Finance for BOA statement reconciliation.
- Process rebate paperwork when applicable and code to appropriate divisions.
- Maintain vendor/fleet files in an organized and secure manner and rotate old fiscal years' files when necessary.

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- Maintain database of revenues within the Sheriff's Office and code appropriately before sending to county finance for deposits.
- Process all check requests.
- Issue receipts when applicable.
- Work closely with Administrative Support Services to supply copies of checks and other needed documentation in order for accounts to be reconciled and audited successfully, keeping all checks and balances procedures implemented at all times.
- Coordinate and process all travel arrangements for each division within the agency, including conference/workshops/training/inmate transports, including registrations payments, hotel reservations, and any transportation arrangements that will be necessary.
- Responsible for making traveling employee aware of County Travel Policies prior to departure.
- Reconcile and process all travel receipts once travel is completed.
- Submit coded travel receipts to county finance accounts payable department. Notify supervisor of any travel discrepancies that do not follow travel policy, including missing receipts.
- Responsible for sending invoices for services provided when needed.
- Notarize documents as appropriate.
- Maintain current/accurate vehicle files including all purchase documents and service work.
- Process confidential tags annually.
- Keep accurate list of vehicles/drivers.
- Assist purchasing officer with inventory management and control.
- May order supplies when necessary.
- May receive deliveries as needed.
- Performs all other duties as assigned.

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Education, Experience and Certification Requirements:

- High School diploma or possession of an acceptable equivalency diploma.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Minimum of 18 years of age.

Knowledge/Skills/Abilities:

Knowledge in:

- Applicable federal, state, and local statutes and department policies and procedures.
- Computer networks, operating systems, hardware, and software applications.

Skills in:

- Operating a computer and standard office equipment.
- Proficient in Microsoft Office Software, primarily WORD, EXCEL.
- Maintaining records and preparing reports.
- Interpersonal relations.
- Oral and written communication.
- Written and oral comprehension and expression.
- Attend and successfully complete all required training.

Skill Requirements: (required for job)

X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Basic mathematical concepts.
X	Organize and prioritize information/tasks	X	Operate office equipment.
X	Investigate, evaluate, recommend action		

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Physical Requirements: (required for job)

X	Sitting for extended periods	X	Writing
X	Reading	X	Typing
X	Extended periods viewing computer screen	X	Hearing
X	Speaking	X	Lifting/carrying up to 20 pounds various items.
X	Distinguishing between shades of color	X	Pushing/Pulling
X	Repetitive Motions	X	Reaching/Grasping
X	Bending/Stooping		

Hazards: (required for job)

X	Housekeeping and/or cleaning agents.	X	Normal Office environment
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Employee Acknowledgement:

I have reviewed and understand the requirements stated in this Position Description.

Employee's Signature

Employee's Printed Name

Date

Note: The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that may be incumbent upon, expected or asked to perform. The omission of specific statements of duties or responsibilities does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.