

Detention Facility Accounts Manager
Montgomery County, AL
\$36,284.00 - \$54,214.00/year

The Accounts Manager manages the purchasing, inmate banking functions, and budgeting of the Montgomery County Detention Facility. Major work responsibilities include managing the purchase of equipment and supplies and the procurement of services, assisting in the preparation and administration of the operating budget, directing and coordinating all activities of the commissary, processing and maintaining inmate accounts, creating and maintaining reports and files, training personnel in commissary procedures, and performing various administrative duties. To qualify, candidates should possess an associate degree in accounting and three years of bookkeeping experience that includes experience with purchasing and budgeting. A bachelor's degree in accounting can substitute for one year of the required experience. Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program. Applications should be completed online at www.montgomerypersonnel.com with a deadline of June 29, 2016.