

Justification for Accountant IV Commissary D

Commissary Duties

- *Generate daily reports from Odyssey to coincide with bank deposits and disbursements.
- *Daily provide list of checks for uploading as positive pay with the county depository bank.
- *Pay bills for the Jail Commissary (invoices for items sold to inmates, commissary operator
- *Pay sales tax.
- *Escheating of checks to state Comptroller and County Treasurer.
- *Calculate sales for the month.
- *Prepare monthly financial statements for Jail Commissary.
- *Prepare monthly financial statements for the Inmate Trust Account.
- *Prepare bank reconciliations for the Jail Commissary and Inmate Trust Accounts.

21-280-015-0

Duties by Week (40 hours)

Accountant IV Salary		\$53,565.00
	40	%
	1.40	3.51
	0.60	1.50
ing expenses, etc.	1.20	3.00
	1.20	3.00
	2.00	5.00
	1.20	3.00
	4.60	11.50
	4.20	10.50
	2.00	5.00
Total hours per Week	18.4	Work % Salary
		46.01

Commissary Salary \$24,645.00