



## Jackson Parish Police Jury

---

### Secretary-Treasurer / Parish Administrator

<b>Job Title:</b>	Secretary-Treasurer / Parish Administrator
<b>Location:</b>	Police Jury Office – 160 Industrial Drive, Jonesboro, LA
<b>Requirements:</b>	Four (4) year college degree in Accounting/Finance, CPA certification preferred; five (5) years direct experience in management and supervision; advanced computer and data processing skills required; Class E Driver's License
<b>FLSA Status:</b>	Salary, exempt
<b>Work Schedule:</b>	7:30 AM – 4:30 PM (1-hour unpaid lunch break) Monday – Friday unless scheduled for weekend work, plus <i>all</i> Police Jury and associated committee meetings. On-call, holidays, weekends, overtime, etc. required when necessary

#### Description:

*The Jackson Parish Police Jury appoints this position every two years in accordance with State Law. Must possess knowledge of federal, state, and local laws governing all aspects of local governmental operations; must have excellent oral, written, and interpersonal skills and is responsible for all correspondence conducted on behalf of the Jackson Parish Police Jury. Required to attend all public meetings of the Jackson Parish Police Jury and is responsible for preparing the official minutes of all meetings for publication and adoption. Also serves as Human Resources Manager, Equal Opportunity Officer, and Floodplain Administrator for the Police Jury. This position requires the ability to work without close supervision and possession of industrious work ethic.*

*Applicants must be knowledgeable and proficient in performing all accounting functions in accordance with Generally Accepted Accounting Principles, preparation of consolidated budgets, and responsible for compliance with procedures and policies under the jurisdiction of the Louisiana Legislative Auditor.*

#### Responsibilities:

The responsibilities herein are intended to describe the general nature of work performed by this position, and are not to be construed as an exhaustive list of responsibilities, duties, and skills. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Jackson Parish Police Jury.

#### Administration (Secretary):

- Officially represent the Police Jury in the coordination and interaction with all outside agencies
- Coordinate with the Police Jury, Officers, Chairmen, etc. to establish public meeting agendas and documentation to be distributed to all members of the Police Jury, draft letters, forms, etc. for President's signature on all official correspondence
- Prepare standard items and documentation for all Police Jury and Committee meetings including collating prior meeting minutes, reports, purchase orders, and the monthly financial packet
- Serve as custodian of all public records for the Jackson Parish Police Jury; responsible for responding to all public records requests in accordance with state law; responsible for official record keeping of all official proceedings of the Jackson Parish Police Jury
- Prepare official reports to various federal, state, and parish agencies, some concerning departmental activities



## Jackson Parish Police Jury

---

- Facilitate the general public relative to standard inquiries and/or grievances
- Have a thorough knowledge of the building permit process, regulations, and rules
- Directly supervise all administrative staff
- Administer over all personnel folders
- Be familiar with the process and all related documents for new hires, terminations, retirements, and other employee changes
- Oversee the annual employee training of ethics and harassment and the state reporting
- Administrate all general liability and accident claims as well as all worker's compensation claims for all departments
- Be responsible for policy development, payroll and reporting, and maintenance of Parish employee benefit plan and general insurance and worker's comp plans
- Address and resolve complaints and employee grievances within the Administrative Department
- Coordinate with 3<sup>rd</sup> party technology firm and assigned IT specialist on cyber security systems and monitoring and the general management of existing networks, email servers, and domains for all offices and departments
- Perform ongoing maintenance and content of the Parish website and Facebook accounts
- Serve as software administrator for all software platforms (financial system, time and attendance system, agendas & minutes system, telephone system, security system, grants portals, etc.)
- Administer over all open bid proceedings including interpreting bid law to determine applicability, proper publishing of public notices in compliance with state law, and attend all bid openings, tabulate results, and prepare the documents for audit inspection
- Possess independent management skills and extensive knowledge in public administration
- Possess qualifications of assertiveness, multi-tasking ability, verbal and written communication skills, grant proposal preparation skills, and interpersonal/human relation skills
- Perform other job-related duties as assigned

### Treasurer:

- Directly responsible for the preparation of all financial reports, audits, and financial statements for the Parish of Jackson
- Analyze and report on financial status of the Police Jury; direct preparation of all operating budgets and controls; review of Special Program budgets and controls
- Responsible for all purchasing of investment securities for the Jackson Parish Police Jury
- Monitor and track capital assets, disposals, and physical inventories and calculate depreciation
- Oversee all functions of the financial processes and procedures including, but not limited to, budgeting and forecasting, accounts payable, payroll processing, purchasing, permits and licensing, billing, and bank reconciliations
- Responsible for the monthly and year-end closing process including preparation of adjusting journal entries, bank reconciliations, year-end accruals, budget amendment recommendations, and general financial analysis
- Responsible for grant submissions and related reporting requirements
- Responsible for overseeing the timely filings of all state and federal reporting including 1099s, 1095s, W-2s, and all quarterly and annual payroll reporting



## Jackson Parish Police Jury

---

- Capable of performing day-to-day accounting functions when other staff is unavailable such as cash receipts, deposits, accounts payable, payroll, etc.
- Responsible for the design and preparation of cost estimates of small and large construction projects, new programs, capital purchases, etc.
- Preparation of budgets, cost estimates, and damage assessments to be presented to the Police Jury
- Provide requested information to auditors and coordinate with them on financial reporting
- Responsible for the work of others for accuracy and completeness

### **Distinguishing Characteristics of Job:**

This position is a highly responsible classification in the Police Jury organization and is distinguished from other classifications by the skills and knowledge required and the performance of more difficult and complex tasks. Incumbents in this class are distinguished from other personnel by a greater knowledge of regulations, policies, and procedures. Employees in this class are responsible for the safe and efficient operation of assigned office duties.

### **Travel:**

- Travel is primarily local during the business day, but some overnight travel may be required

### **Supervisory Responsibilities:**

- This position has direct supervision over the Administrative Departments and coordinates with the Operations Manager to oversee and support the Road, Solid Waste, and Maintenance Departments.

### **Security Requirements:**

Must be able to pass a background check and periodic drug screenings. Must be legally able to work in the United State of America.

### **EEO Statement:**

The Jackson Parish Policy Jury provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

### **Other Duties:**

**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.