



**Detention Facility Accounts Manager**  
**\$36,284 (annually)**  
**Montgomery County, Alabama**

The Detention Facility Accounts Manager manages the purchasing, inmate banking functions, and budgeting of the Montgomery County Detention Facility. 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. The incumbent makes decisions related to areas such as basic purchases, the control of inventory, and the movement of money between funds. The incumbent has access to confidential information that includes decisions regarding budgets and purchasing. The incumbent focuses on determining the best cost savings while maintaining the security and efficiency of the detention facility. To qualify, candidates should possess a bachelor's degree in business administration, public administration, or a closely related field with 33 semester or 45 quarter hours of accounting coursework and one year of accounting or auditing experience. Individuals with an associate degree with accounting coursework must have two additional years of qualifying experience. Additional information and the online application are available online at [www.montgomerypersonnel.com](http://www.montgomerypersonnel.com) until the closing date of December 6, 2017.