

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ASSISTANT DIRECTOR FISCAL AFFAIRS

JOB CODE: 20001

PAY GRADE: CAP/AD

SALARY RANGE: \$144,845

GENERAL DESCRIPTION

Under the general direction of the Fiscal Director, this position performs high-level financial and administrative responsibilities in directing all financial management activities of the Sheriff's Office, which includes financial reporting, accounting, budgeting and internal controls. The position acts as financial liaison between the Pinellas County Sheriff's Office (PCSO), County Commissioners, county agencies and external stakeholders. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Directs accounting and financial functions
- Provides valid input regarding all fiscal matters at departmental and other meetings, as requested
- Responds to requests for information from internal and external customers
- Prepares financial reports in conjunction with staff, and presents findings of such as requested
- Establishes and maintains fiscal procedures and policies
- Ensures that responses to fiscal public records requests are accurate and timely
- Makes recommendations concerning fiscal matters to senior level management
- Reviews internal reporting each pay period to ensure ongoing expenditure funding is sufficient
- Reviews the annual not-for-profit financials and other required reporting

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- Oversees the preparation of the agency legally required annual financial reports for review and approval by the Director of Fiscal Affairs and directs implementation of new Government Accounting Standards Board (GASB) pronouncements and efficiency measures
- Conducts training on fiscal issues throughout the agency
- Reconciles the budget monthly as recorded in the agency's accounting system with the budget as approved by the Board of County Commissioners (BCC)
- Maintains and calculates the cost allocation plan used for the basis of the Municipal Service Taxing Unit (MSTU) Calculations, municipal contracts and federal reimbursement rate calculations
- Reviews the monthly reports, such as financial statements, projections and equity balances
- Reviews revenue input and projections
- Understands and reviews reports related to grant billing and reporting
- Works with the PCSO's actuaries providing the required information for reporting
- Works with subordinate managers to produce the Annual Report required by F.S. 218
- Understands and reviews multiple aspects of fiscal to include insurance accounting, payroll activities, general accounting, banking services, and budgeting
- Serves as backup support to Fiscal Director
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Accounting or Business Administration or related field
- Six (6) years' experience in a Fiscal related field
- Three (3) years' supervisory experience
- Or equivalent combination of education and experience
- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or Certified Government Finance Officer (CGFO) designation preferred
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Florida Statutes and Pinellas County ordinances relating to financial and budget responsibilities assigned to the PCSO and the ability to apply this knowledge to financial decisions and alternative approaches to obtain objectives
- Knowledge of Generally Accepted Accounting Principles (GAAP), practices and procedures and Generally Accepted Auditing Standards (GAAS) and the ability to apply such knowledge in the preparation and presentation of financial statements
- Familiarity with Windows based Accounting Systems
- Ability to plan and organize the work of subordinate supervisors in a manner conducive to full performance and high morale
- Ability to promote and maintain effective relations with members of the Executive Staff, departments under the County Commissioners, the general public and other stakeholders
- Proficiency in both oral and written communication
- Knowledge of the American with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Workers' Compensation and Fair Labor Standards Act (FLSA) to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs
- Ability to establish and maintain effective working relationships
- Organizational skills
- Time management skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 3 hour per day
- Walk up to 2 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist