

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FISCAL SUPERVISOR

**JOB CODE: 61080**

**PAY GRADE: 18**

**PAY RANGE: \$53,621 - \$85,795**

### GENERAL DESCRIPTION

Under the general direction of a Fiscal Manager, performs responsible accounting work in preparation, maintenance, review, processing and auditing of financial and/or payroll records and reports in a fund accounting environment. A member in this class ensures that agency transactions are recorded and maintained in the accounting records in accordance with federal, state and local laws, rules and regulations; and applicable Pinellas County Sheriff's Office General Orders and Standard Operating Procedures. Work involves development of fiscal procedures and monitoring of budgetary and financial data to meet the needs of the agency. Duties also include computerized processing, maintenance, reporting and analysis of complex financial records. Members at this level are responsible for one or more major fiscal functions, such as payroll, inmate accounting and misdemeanor probation. Assignments are made orally or in writing. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's 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)
- Maintains financial records and inputs data into the agency's software programs
- Reviews data uploaded from other modules of the ERP software system according to established account classifications
- Audits data entered into the ERP software system for accuracy and to ensure API connections are properly functioning
- Posts entries from supporting documents; makes adjusting journal entries as needed
- Ensures that payroll and other financial transactions are processed timely and accurately
- Ensures all required external reporting and tax returns are accurate and filed timely

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- Reviews general ledger account transactions, balances, and invoices for mathematical correctness and budgetary compliance
- Prepares fund financial statements and balance sheet reconciliations
- Assists with annual agency audit requests
- Evaluates incoming requests for financial action, documents results, and responds in an appropriate manner
- Researches fiscal issues and makes recommendations to Fiscal management
- Monitors agency expenditures for budgetary compliance; ensures correct general ledger accounts are used for expenditures; recommends budget transfers as needed
- Trains and directs agency personnel in fiscal methods and procedures
- Assists in the creation of training documents for ERP software users within the agency
- Analyzes fiscal issues and provides appropriate solutions within agency policy
- Reviews and recommends improvements to existing fiscal procedures
- 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 Business Administration, Public Administration, Accounting, Human Resources or related field
- Five (5) years' experience in moderately complex accounting work
- Or equivalent combination of education and experience
- A minimum score of 80% on a Fiscal written examination and Excel test
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrates skill in communicating effectively in a complex and dynamic work environment, both verbally and in writing
- Possesses knowledge of laws, rules and regulations controlling budgetary, fiscal, and governmental accounting procedures, principles and practices
- Possesses knowledge of financial auditing methods, practices, and procedures
- Shows the ability to work independently on complex tasks and non-routine matters
- Exhibits time management skills



- Shows the ability to supervise, coach and train other members
- Possesses basic computer skills in using Microsoft Office products
- 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 1 hour per day
- Drive up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, kneel and twist