

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FISCAL TECHNICIAN

<b>JOB CODE: 61070</b>	<b>PAY GRADE: 11</b>	<b>PAY RANGE: \$39,720 - \$63,551</b>
------------------------	----------------------	---------------------------------------

### GENERAL DESCRIPTION

Under the general direction of a Fiscal Supervisor or an Accountant, performs routine and responsible general accounting work dealing with the processing and recording of financial transactions for funds received or disbursed. Tasks can be technical, analytical and are of average difficulty. Transactions involve budgetary accounting, financial accounting, and reconciliation of various accounts. This position may be assigned to General Accounting, Accounts Receivable/Revenue, Inmate Accounting or Misdemeanor Probation. Specific job duties are determined by assignment. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Verifies financial transactions are appropriately authorized for final processing, budget exists for the transactions, and proper backup documentation is attached
- Ensures that all purchase order, invoice or transaction information is complete and accurate prior to issuing payment; resolution of issues may include coordinating with vendors, the Purchasing Division or other agency members
- Prints checks for authorized invoices or transactions
- Prepares standard journal entries
- Maintains and compiles spreadsheets for various activities such as revenue tracking, bank activity, court case levies and forfeitures, restitution receipts and agency notary data
- Processes cash receipts and prepares deposits
- Reviews and approves deposits made by other agency divisions
- Performs routine research, compiles data and prepares various reports
- Audits agency petty cash funds to ensure proper internal control
- Assists with fiscal year-end accounting activities
- Interprets and applies PCSO policies, Federal, State and local laws, and regulations as related to payment due dates, purchasing card usage, sales tax exemption, travel reimbursement, inmate fees etc.
- Assists agency members, outside agencies and the public with Fiscal-related questions
- Serves as a backup to other Fiscal Technicians and bureau members

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



- Tasks and responsibilities are completed with a high level of independence and limited supervision
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may 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 an Associate's Degree in Business Administration, Public Administration, Accounting, or related field
- One (1) year related experience in government accounting, bookkeeping, purchasing or finance support preferred
- Or equivalent combination of education and experience
- A minimum score of 75% on a written fiscal examination and Excel test
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of bookkeeping and governmental accounting principles
- Ability to analyze, process, and verify accurately a high volume of financial transactions and payments while meeting strict deadlines
- Knowledge of business English, spelling, mathematical calculations and analyses
- Experience with modern office practices, procedures, and equipment, including computer equipment and programs such as Microsoft Office
- Familiarity with accounting software programs
- Familiarity with proper cash handling procedures and petty cash reconciliations
- Ability to navigate the internet and outside websites to perform research and initiate online banking transactions
- Ability to establish and maintain effective working relationships with others
- Ability to ensure the security, integrity and confidentiality of all financial records, in accordance with agency policy and State and Federal regulations
- Ability to plan, organize and set priorities
- 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 the 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
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist