

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FISCAL CLERK

JOB CODE: 61070	PAY GRADE: 8	PAY RANGE: \$30,600 - \$48,960
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GENERAL DESCRIPTION

Under the direct supervision of an Accountant, performs routine and responsible general accounting work dealing with the processing and recording of financial transactions for funds received or disbursed. Transactions involve budgetary accounting, financial accounting, and reconciliation of various accounts. Daily responsibilities include review of expenditures and resolution of purchase order issues; preparation of journal entries and cash receipts; running reports and printing checks. Additional evaluation is based on successful assistance to other fiscal staff and to bureaus throughout the agency. Work is reviewed through meetings with supervisors and observation of the effectiveness of the work performed.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Verifies financial transactions are appropriately authorized for final processing, budget exists for the transactions, collects documentation, acknowledges merchandise received or services rendered, and court case receipts are accurately applied;
- Reviews and resolves issues related to transactions missing any of the elements required for final processing; which includes coordinating with vendors, the Purchasing department, and other agency members;
- Performs routine research, reconciles processed receipts and disbursements to ensure accuracy of the financial records, and prepares appropriate correcting entries as needed;
- Interprets and applies PCSO policies, Federal, State and local laws, and regulations as they relate to travel/training, purchasing card usage, sales tax, etc.;
- Assists agency members with routine Fiscal-related questions;
- Serves as a backup to other fiscal clerks and mailroom clerk;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and the individual member may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- High School diploma or G.E.D.
- One (1) year experience processing invoices for payment using a financial system preferred
- Other financial experience considered
- A minimum score of 75% on a written fiscal examination and Excel test
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of bookkeeping and governmental accounting principles; and ability to analyze and verify financial transactions and payments;
- 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;
- Ability to navigate the internet and outside websites to perform research and initiate on-line 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 process a large quantity of transactions accurately, while meeting strict deadlines;
- 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, or twist