

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. An employee 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. Assignments are made orally or in writing and work is reviewed through audits, reports, conferences, 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
- Ensure 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; posts entries from supporting documents; makes adjusting journal entries as needed;
- Supervises employees responsible for payroll and accounting transactions and reporting;
- 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;
- Reviews general ledger account transactions, balances, and invoices for mathematical correctness and budgetary compliance;

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- 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 agency personnel in fiscal methods and procedures;
- Analyzes fiscal issues and provides appropriate solutions within agency policy;
- Reviews and recommends improvements to existing fiscal procedures;
- Evaluates members assigned to the Fiscal Affairs Bureau under their supervision and prepares appropriate performance appraisals; provides counseling to members in appropriate behavior and policies, as necessary;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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.

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

- Bachelor's degree granted by an institution accredited by an accrediting body recognized by the U. S. Dept. of Education in Business or Public Administration, Accounting, Human Resources, or related field AND 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
- Is able 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.