

PINELLAS COUNTY SHERIFF'S OFFICE
FISCAL CLERK II
Job Code: 60075

CHARACTERISTICS OF THE CLASS

Under general supervision of the Fiscal Manager and direct supervision of the Accountant I, performs complex and responsible financial work dealing with the analysis, processing and recording of financial transactions for funds received, disbursed or expended. Transactions involve budgetary accounting, financial accounting or payroll accounting and reconciliation of various accounts. Incumbent is responsible for the pre-audit and computerized processing of financial transactions with limited supervision. Daily responsibilities include independent analysis such as review of travel claims and resolution of purchase order issues, as well as using the computerized financial system for journal entries, cash receipts, data entry, running reports or printing checks. Work is reviewed through conferences with superior, observation of the effectiveness of the work performed and periodic reports and statements. Additional evaluation is based on successful assistance to staff within our Division and Bureaus throughout the Agency. Other types of related work may also be assigned.

EXAMPLES OF DUTIES

Verifies that the supportive detail for financial transactions has been appropriately authorized for final processing and that the collective documentation acknowledges merchandise received, services rendered, or court case disposition.

Reviews and monitors Federal and State grant agreements, prepares monthly reimbursement requests, prepares financial assistance schedule for quarterly and annual financial reports and maintains the Schedule of Federal Awards and State Financial Assistance for inclusion in the Annual Financial Report.

Performs routine research analysis and reconciles processed receipts, disbursements, or payroll transactions to ensure accuracy of the financial records and prepares appropriate correcting entries as needed.

Processes the Sheriff's Office payroll utilizing the Governmental Accounting software and all related entry functions and reports.

Assist in training of personnel and assists agency members with routine fiscal related questions.

Participates in Sheriff's Office recruitment and community relations activities as directed.

Performs related work as assigned or required.

PINELLAS COUNTY SHERIFF'S OFFICE
FISCAL CLERK II
Job Code: 60075

QUALIFICATIONS

A. Training and Experience

Graduation from a standard high school or possession of a G.E.D. Certificate supplemented by courses in bookkeeping or accounting practices and three (3) years of responsible experience in governmental accounting and pre-audit requirements and proficiency in the use of computer equipment and commonly used software such as Word and Excel, or an equivalent combination of training and experience. Ten key calculator skills preferred.

A written fiscal examination with a minimum passing score of 70% required; minimum typing speed of 30 wpm preferred, with a minimum of 15 wpm required.

Consideration for this position will include a credit check.

B. Essential Requirements of the Position

Knowledge of bookkeeping and governmental accounting principles, Federal Taxes, and State Retirement Rules and Regulations. Must have analytical abilities in order to properly classify financial transactions.

Knowledge of business English, spelling, arithmetic calculations and analyses, and modern office practices, procedures and equipment, especially computer equipment and programs such as Word and Excel.

Knowledge of governmental budgetary procedures, financial accounting, and fund organization.

Ability to establish and maintain an effective working relationship with personnel both external and internal.

Ability to understand, explain and apply personnel rules and regulations in relation to financial accounting.

Ability to plan, organize and set priorities of work schedule and to train Fiscal Clerks.

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.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.