

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ACCOUNTANT

JOB CODE: 20005	PAY GRADE: 18	PAY RANGE: \$53,621 - \$85,795
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GENERAL DESCRIPTION

Under the general direction of a Fiscal Manager, performs responsible accounting work in preparation, maintenance, review, processing and auditing of financial 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 Governmental Accounting Standards Board (GASB) standards; 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 accounting procedures and monitoring of budgetary and financial data to meet the needs of the agency. Independent professional judgment is required. Duties may 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 budgeting, contracts, grant reporting, financial system special projects and financial reporting. Assignments are made orally or in writing. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Determined by area of assignment

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- This position may have staff that report to them depending on area of assignment
- If applicable, responsible for their subordinate's welfare and care, individual training in the conduct of their duties and mentoring
- If applicable, 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
- If applicable, 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 accounting records such as journals, subsidiary, and general ledgers, encumbrances, and budgets, according to established account classifications; posts entries to these records from supporting documents; makes adjusting entries; prepares financial statements from accounting records
- Reviews general ledger accounts, and invoices for mathematical correctness and budgetary compliance; examines and verifies revenues from all sources; reconciles book balances to bank balances

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- Evaluates incoming requests for financial action, documents results, and responds in an appropriate manner; researches accounting and fiscal issues and makes recommendations to Fiscal management
- Monitors receipts coming into the agency and creates invoices for billing
- Monitors agency expenditures for budgetary compliance; ensures correct general ledger accounts are used for expenditures; recommends budget transfers as needed
- Reviews grant and contract specifications; plans, monitors, and completes the reporting process for all federal and state grants and contracts; assists in the preparation of annual contract cost projections; and represents the agency in related matters
- Assists with the annual agency budget process
- Assists with annual agency audit requests
- Maintains Fixed Assets module
- Prepares fund financial statements and balance sheet reconciliations
- Trains and directs agency personnel in fiscal methods and procedures
- 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 work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive, and the member 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, Accounting or related field
- Four (4) years' related experience
- Two (2) years' supervisory experience to be determined by area of assignment
- Or an equivalent combination of education and experience
- A minimum score of 80% on an Accountant 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

- Knowledge of laws, rules and regulations controlling budgetary, fiscal, grant and governmental accounting procedures, principles, and practices
- Knowledge of financial auditing methods, practices, and procedures
- Skill in communicating effectively in a complex and dynamic work environment, both verbally and in writing
- Ability to work independently on complex tasks and non-routine matters
- Time management skills
- Ability to supervise, coach and train other members
- 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 workday 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
- Drive up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist