

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FISCAL SPECIALIST

JOB CODE: 61075	PAY GRADE: 13	PAY RANGE: \$43,691 - \$69,907
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GENERAL DESCRIPTION

Under the general direction of a Fiscal Supervisor or Accountant, performs technical and analytical financial work of average difficulty dealing with the analysis, processing, and recording of financial transactions for payroll or grant funds received, disbursed, or expended. Transactions involve budgetary accounting, financial accounting, payroll accounting, and the annual audit, and reconciliation of various accounts. Member is responsible for the preaudit and computerized processing of financial transactions with limited supervision. Additional evaluation is based on successful assistance to other Fiscal staff and to Bureaus throughout the agency. Job duties are based on assignment. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Analyzes grant funding compliance to perform activities involving grantor reporting, and preparing grant documents for submission
- Reviews and monitors Federal and State grant agreements and prepares monthly reimbursement requests and quarterly and annual grant reporting
- Updates internal financial grant worksheets
- Assists with the annual agency budget process
- Maintains agency Fixed Asset records
- Performs routine research analysis and reconciles receipts, disbursements, and payroll transactions to ensure accuracy of the financial records and prepares appropriate entries as needed
- Processes payroll utilizing the payroll software and all related entry functions and reports
- Prepares quarterly and annual State and Federal reporting, workers compensation reports, and handles the agency's health benefit payments
- Interprets and applies PCSO policies, Federal, State and local laws, and regulations as they relate to grants and payroll
- Reviews supporting documents for payroll additions, adjustments, or changes such as new hires, transfers, promotions, demotions, reclassifications, terminations, wage increases, pay rate changes, deduction changes, etc.
- Validates accuracy of information flow among time entry, HR and benefits, and GL as related to earnings, deductions, accrual, benefits and taxes

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- Posts changes to employee records
- Verifies that changes of status, including pay increases, are consistent with PCSO policy
- Processes special payments such as IRS levies and child support payments
- Review registers and prepares ACH for taxes, pension plans, direct deposits, child support, deferred compensation, health insurance
- Makes changes to payroll deductions through adjustments by adding or refunding as necessary on each pay cycle
- Balances and prepares timely reporting of FL retirement plan wages and contributions
- Prepares timely reporting of IRS forms including quarterly and annual tax filings
- Prepares biweekly calculation of payroll taxes due to the IRS
- Develop and oversee periodic internal audits of various payroll areas and assist in preparing materials for internal and external audits
- Assist in presenting policies, procedures, and training programs to other departments and staff
- Work with and assist departments and timekeepers in understanding and applying payroll processes in a correct manner
- Considerable knowledge of basic governmental accounting and bookkeeping principles and practices as they apply to payroll activities
- Ability to maintain accurate and complete technical payroll records of a critical and confidential nature
- Review payroll transaction records for accuracy, completeness, and conformance to procedures
- Meet processing deadlines with accuracy
- Perform detailed work involving written or numeric data
- Make arithmetic calculations rapidly and accurately
- Ability to communicate ideas, findings, and recommendations in a clear, concise manner both verbally and in writing
- Assists agency members with routine Fiscal related questions
- Researches and prepares periodic survey requests
- Schedules, plans, and monitors various essential unit functions as required
- 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

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- 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 of progressively responsible experience in a Fiscal setting in payroll or grants
- 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

- Knowledge of bookkeeping and governmental accounting principles, Federal Taxes, and Florida State Retirement rules and regulations; possess analytical abilities in order to properly classify financial transactions and payments
- Knowledge of business English, spelling, mathematical calculations and analyses, and modern office practices, procedures, and equipment, especially computer equipment and programs such as Microsoft office programs
- Familiarity with payroll, general ledger, accounts payable and accounts receivable software
- Knowledge of governmental budgetary procedures, financial accounting, union agreement compliance, Federal grant compliance, and fund organization
- Ability to establish and maintain an effective working relationship with personnel both internally and externally
- Ability to ensure the security, integrity and confidentiality of all records in accordance with agency policy and State and Federal regulations
- Ability to understand, explain, and apply personnel rules and regulations in relation to financial accounting
- Ability to perform efficiently and accurately while meeting strict deadlines
- Ability to plan, manage and prioritize time and workload
- 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 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
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist