

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FISCAL MANAGER

<b>JOB CODE: 20062</b>	<b>PAY GRADE: 26</b>	<b>PAY RANGE: \$75,468 - \$120,748</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Assistant Director of Fiscal Affairs, the primary focus of this position is to provide professional division-level oversight with responsibility for planning, supervising and budgeting assigned resources to achieve bureau and agency objectives. Specifically, this position will be responsible for the agency budget function, payroll function, contract review, grant reporting, monthly and annual financial filing, year-end financial statement and audit function, administrative banking functions, revenue tracking, accounts payable and accounts receivable functions, Secondary Employment function, 501(c)(3) charitable organization accounting and IRS filings, sales tax returns, financial system updates and data maintenance, Inmate Accounting, Misdemeanor Probation accounting, and the accounting related to the Individual Depositors Accounts and the Health Insurance Trust. Work is reviewed through observation and results obtained. Specific job duties determined by assignment.

**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)
- Prepares the annual financial reports at fiscal year-end and works with external auditors to address questions;
- Reconciles balance sheet accounts, or approves reconciliations performed by staff, quarterly;
- Acts as bank liaison, requesting information and responding to inquiries;
- Reviews contracts for any fiscal impacts;
- Monitors and accounts for transactions in the Health Insurance Trust and agency investments;

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- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures and guidelines to ensure operational efficiency and effective administration of assigned personnel; approves staff paid time off and ensures all Fiscal responsibilities are met during staff absence;
- Plans and recommends new systems and procedures to improve operations;
- Coordinates with other agency departments and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations and procedures;
- Prepares, or assists in the preparation of, the annual budget; monitors status of allocated funds and controls expenses;
- Assesses staffing needs; interviews, recruits, or assists in the recruitment and hiring of personnel;
- Responsible for cash management, revenue tracking and forecasting;
- 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 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 Accounting or Business Administration, Public Administration or related field AND five (5) years' related experience AND two (2) years' supervisory experience
- Or equivalent combination of education and experience
- CPA or CGFO designation preferred
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to analyze complex financial and accounting transactions used in everyday functions
- Ability to create reports, respond to surveys, create statistical summaries and write



policies, letters, memos, etc.

- Ability to identify existing or potential problems and develop methods to resolve them
- Working knowledge of the functions, activities, requirements and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate standard office equipment utilized in meeting job requirements
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure adherence and to assist supervisors with making decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Knowledge of grant policies and procedures and associated grant guidance governing grant funding
- Knowledge of financial software, computers and Microsoft Office products, including intermediate to advanced Microsoft Excel spreadsheets
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior that achieves both personal and agency goals, in order to fulfill the mission of the agency
- Ability to prepare and/or review evaluations of staff in accordance with agency policies to ensure they are fair and impartial and accurately reflect the job the employee performs
- Ability to establish and maintain effective working relationships within and outside the agency
- Ability to communicate effectively, both verbally and in writing
- Organizational skills
- Time management skills
- 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
- Drive up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist