

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FISCAL SPECIALIST

<b>JOB CODE: 61075</b>	<b>PAY GRADE: 13</b>	<b>PAY RANGE: \$43,691 - \$69,907</b>
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### GENERAL DESCRIPTION

Under the direct supervision of the 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 audit, and reconciliation of various accounts. Incumbent is responsible for the pre-audit 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 meetings with supervisors, observation of the effectiveness of the work performed, and periodic reports and statements.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Analyze grant funding compliance to perform activities involving grantor reporting, and preparing grant documents for submission;
- Review and monitor Federal and State grant agreements and prepare monthly reimbursement requests and quarterly and annual grant reporting;
- Updates internal financial grant worksheets;
- 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;
- Assist agency members with routine Fiscal related questions;
- Researches and prepares periodic survey requests;
- Schedules, plans and monitors various essential unit functions as required;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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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.

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

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education
- Three (3) years' of progressively responsible experience in a Fiscal setting in payroll or grants
- 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
- Drive up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist