

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## DIRECTOR - FISCAL AFFAIRS

<b>JOB CODE: 10035</b>	<b>PAY GRADE: MJR/DIR</b>	<b>SALARY: \$176,750</b>
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### GENERAL DESCRIPTION

Reporting directly to the Sheriff, this position is responsible for the performance and oversight of all financial management activities of the Sheriff's Office. The position acts as the financial liaison between the Pinellas County Sheriff's Office (PCSO), County Commissioners, county agencies and external stakeholders. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' 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
- 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)
- Manages and responsible for the financial reporting, accounting, investments, payroll, contracts, grants, accounts receivable, accounts payable, budgeting, Inmate Accounting, Misdemeanor Probation, Municipal Service Taxing Unit (MSTU) and internal controls
- Directs the Fiscal Affairs staff and ensures the office provides timely, accurate accounting, payroll distribution, financial reporting, and financial services, including submission of the annual PCSO budget to the County Commissioners
- Provides financial and operational advice, recommendations, and guidance to the Sheriff and Bureaus in ways that make optimal use of resources
- Ensures policies and practices are developed and applied in such a manner as to provide protection to PCSO assets and to ensure that all federal, state and county laws are met
- Ensures that financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) and books and records are maintained so as to be audited in accordance with Generally Accepted Auditing Standards (GAAS) resulting in "unmodified" (highest opinion) audit opinions
- Ensures agency funds maintains appropriate cash flow
- Ensures capital funding is available as needed

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- 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
- Participates in Sheriff's Office recruitment and community relations activities as directed
- 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 a Bachelor's Degree in Accounting, Finance, or Business Administration
- Eight (8) years' experience in a Fiscal related field
- Four (4) years' supervisory experience
- Or equivalent combination of education and experience
- Certified Public Accountant certification
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the Florida Statutes and Pinellas County ordinances relating to financial and budget responsibilities assigned to the PCSO and the ability to apply this knowledge to financial decisions and alternative approaches to obtain objectives
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP), practices and procedures and Generally Accepted Auditing Standards (GAAS) and the ability to apply such knowledge in the preparation and presentation of financial statements
- Extremely knowledgeable in financial forecasting, accounting principles, and financial data analysis
- Proficiency with Windows based Accounting Systems
- Ability to plan and organize the work of subordinate supervisors in a manner conducive to full performance and high morale
- Ability to promote and maintain effective relations with members of the Executive Staff, departments under the County Commissioners, the general public and other stakeholders
- Proficiency in both oral and written communication
- Knowledge of the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Workers' Compensation and Fair Labor Standards Act (FLSA) to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- 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 and twist