HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Chief Financial Officer

Job Code: U8711
Pay Grade: UP
Pay Scale: $181,866.72-$272,800.09 Annually
Exempt: Yes

OVERVIEW

Provide operational and programmatic support to the Sheriff's Office in directly assisting the other Department/Division Commanders on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs, and securing new funding. Perform operational and strategic managerial duties for the Accounting Bureau, Financial Bureau, Reporting Bureau, and Disbursement Bureau providing complex services within the Financial Services Division (FSD) of the Sheriff's Office with responsibility for planning, budgeting, coordinating, and supervising subordinate managers/supervisors and other assigned staff.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage complex functions with subordinate managers, supervisors, professionals, and other staff.
- Direct major programs to achieve broad organizational goals and objectives.
- Supervise and direct the activities of multiple professional level subordinates in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Provide direction to staff in year-end closing procedures and preparation of the annual operating budget and financial statements in accordance with U.S. Generally Accepted Accounting Principles (GAAP) and federal, state, and other required supplementary schedules and information.
- Formulate and establish goals and administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned programs and staff; compile and analyze information to recommend changes and improvements to FSD operations, organizational structure, or service delivery methods.
- Serve as an internal consultant to Command Staff acting as an advisor from a financial perspective of all contracts, agreements, and memorandums of understanding with other agencies.
- Review correspondence and reports.
- Develop and maintain systems of internal controls to safeguard financial assets of the Sheriff's Office and oversee federal awards and programs; oversees the coordination and activities of independent auditors, ensures all A-133 audit issues are resolved and all 457 compliance issues are met; ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
- Ensure adequate cash flow to meet the agency's needs.
- Oversee payroll activity for staff.
- Oversee the maintenance of the inventory of all fixed assets including assets purchased with grant funds to assure all are in accordance with federal regulations.

- Ensure continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets.
- Oversee Inmate Accounts, financial records for the Canteen, and the Off-Duty Deputy Program for the agency.
- Serve as the principal liaison with the agency's banking institutions, external auditors, the County Administration Office of Fiscal and Budget, and other federal and state agencies.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of GAAP practices, procedures, methods, and theory.
- Considerable knowledge of Government Accounting Standards Board (GASB) pronouncements and the ability to apply such knowledge in the preparation and presentation of financial statements.
- Considerable knowledge of budgetary procedures and controls.
- Considerable knowledge of established audit program guidelines applicable to audits assigned.
- Considerable knowledge of federal, state, and local laws; rules, regulations, and guidelines relating to financial records of Sheriff’s Office and areas funded by federal grants.
- Working knowledge of computerized accounting systems and database functionality.
- Knowledge of management methods, techniques, and practices.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out work.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish operation or program objectives and strategies for a functional or operational area.
- Ability to analyze and report upon operating conditions and problems.
- Ability to take a long-term view and recognize opportunities to help the organization accomplish its objectives.
- Ability to delegate, manage, and supervise effectively through scheduling, assigning, monitoring, reviewing, and evaluating the work of assigned staff.
- Ability to research, analyze, and audit accounting, payroll, and leave data, reports, and statements.
- Ability to interpret accounting and auditing principles and procedures.
- Ability to develop advanced computer-based spreadsheets, graphs, summaries, and reports.
- Ability to communicate effectively, both orally and in writing, at all levels of the agency and with outside agencies.

SKILLS

- Financial Accounting
- Financial Reports
- Accounting
- Generally Accepted Accounting Principles (GAAP)
- Budgeting
- Government Financial Management

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the

Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor’s degree from an accredited institution of higher education with a major in accounting or closely related field.
- Ten years of experience in governmental accounting functions, four of which must have been in a supervisory capacity.

OR

- A master's degree from an accredited institution of higher education in an accounting or a closely related field.
- Seven years of experience in governmental accounting functions, four of which must have been in a supervisory capacity.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Finance Officer (CGFO), Certified Government Financial Manager (CGFM), and/or related accounting/financial certification.
- Experience in payroll, budget, procurement, and contract management.
- Skill in Workday Financial Management.
- Skill in Microsoft Office products (e.g., Word, Excel, Access).