HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Accounting Bureau Manager

Job Code: U8761
Pay Grade: UK
Pay Scale: $116,464.70-$212,782.66 Annually
Exempt: Yes

OVERVIEW

Perform managerial and administrative duties in planning, organizing, directing, and assisting in the completion of accounting activities. This is a senior management service level position under the administrative direction of the Chief Financial Officer (CFO).

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Ensure financial compliance with all applicable Florida State Statutes, Standard Operating Procedures (SOPs), rules, laws, orders, and policy statements.
- Recommend, develop, and implement accounting policies and procedures.
- May supervise a combination of the following: accounts payable, accounts receivable, assets, budget, cash management, financial statements and reporting, grants, revenue, payroll, procurement, revenue, or internal service funds.
- Review all financial, accounting, and transactional procedures to ensure they are properly documented and are in compliance with Internal Control Standards (Committee of Sponsoring Organizations of the Treadway Commission (COSO) Model).
- Plan, organize, and supervise a diversified staff of associate, professional, and supervisory employees.
- Hire, evaluate, assign tasks and projects, review work, and assist staff with prioritization and completion of assignments, and approve leave and overtime requests.
- Coach and mentor staff, provide opportunities for growth through work assignments and training, and evaluate performance recommending and issuing disciplinary actions as needed.
- Manage day-to-day operations of the assigned Bureau, and assist the CFO in planning, organizing, and directing programs and functional responsibilities of the FSD.
- Develop and utilize analytical tools for the review of financial data; implement changes as necessary to technology to improve the efficiency, effectiveness, and quality of financial processes; and evaluate short-and long-term financial needs.
- Monitor monthly general ledger activity.
- Prepare the annual financial statements according to Generally Accepted Accounting Principles (GAAP) and various other annual reports and reconciliations.
- Conduct detailed analysis to prepare and present accurate and concise financial reports.
- Review internal services funds reserves to ensure they are sufficient.
- Serve as Acting Chief Financial Officer as required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of GAAP practices, procedures, methods, and theory.
- Working knowledge of Government Accounting Standards Board (GASB) pronouncements

and the ability to apply such knowledge in the preparation and presentation of financial statements.
- Knowledge of management methods, techniques, and practices.
- Working knowledge of budgetary procedures and controls.
- Working knowledge of computerized accounting systems and database functionality.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- 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

- Talent Development
- Accounting Journal Entries
- Accounts Payable Process
- Auditing Standards
- Employee Management
- General Ledger Analysis
- Performance Feedback
- Account Reconciliations
- Accruals
- Coaching Management
- Financial Statement Review
- Generally Accepted Accounting Principles (GAAP)

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.
- Eight years of experience in governmental accounting functions, three of which must have been in a supervisory capacity.

OR

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

ADDITIONAL JOB REQUIREMENTS

- 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. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 24 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 preparing and reviewing written narratives and SOPs.
- Skill in Microsoft Office products (e.g., Word, Excel, Access).
- Ability to assist with coordinating, developing, testing, and implementing financial and reporting systems.