

Job Code: U8810
Pay Grade: UH
Pay Scale: \$98,187.61-\$160,121.33 Annually
Exempt: Yes

OVERVIEW

The Director of Finance is a senior-level management position responsible for providing operational and programmatic support to the Sheriff's Office in the areas of accounting, payroll, assets, grants, procurement, and contractual matters. The Director will also oversee the General Accounting, Payroll, Accounts Payable, and Procurement teams, providing complex services and financial reporting and analysis within the Financial Services Division (FSD) of the Sheriff's Office. The Director of Finance reports to the Chief Financial Officer (CFO).

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage complex functions with subordinate managers, supervisors, professionals, and other staff.
- Act as the liaison between executive management (i.e., CFO and up) and subordinates to ensure primary goals are accomplished; manage and direct the activities of subordinates in charge of bureaus, sections, squads, and/or units within the functional areas of direct oversight in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Assist in providing direction to staff in year-end closing procedures and preparation of the annual financial statements in accordance with U.S. Generally Accepted Accounting Principles (GAAP) and federal, state, and other required supplementary schedules and information.
- Develop and maintain systems of internal controls to safeguard financial assets of the Sheriff's Office; assist in overseeing federal awards and programs; assist in overseeing the coordination and activities of independent auditors; ensure all A-133 audit issues are resolved and all 457 compliance issues are met; and ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
- Assist in ensuring adequate cash flow to meet Sheriff's Office 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.
- Oversee inmate accounts, financial records for the Canteen, and the Off-Duty Deputy program for the agency.
- Serve as an additional liaison with Sheriff's Office banking institutions, external auditors, and other federal and state agencies.
- Serve as Acting Chief Financial Officer as required.

KNOWLEDGE, SKILLS & 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 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.
- Excellent leadership, communication, and problem-solving skills
- Supervisory principles, practices, and procedures.
- The ability to work independently and as part of a team.
- Strong organizational and time management skills
- Research and analytical skills.
- Critical thinking skills.
- 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.

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 a closely related field.
- Nine 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 accounting or a closely related field.
- Seven years of experience in governmental accounting functions, three 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 uses 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 a government agency setting.
- Experience in payroll, budget, procurement, and contract management.
- Considerable knowledge of GAAP and GASP.
- Excellent leadership, communication, and problem-solving skills
- Skill in Workday Financial Management.
- Skill in Microsoft Office products (e.g., Word, Excel, Access).