

# Fiscal General Accounting Manager

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**Job Code:** U8820  
**Pay Grade:** UH  
**Pay Scale:** \$78,672.27-\$118,008.41 Annually  
**Exempt:** Yes

## OVERVIEW

The General Accounting Fiscal Operations Manager is a Sheriff's Office Financial Services Division (FSD) critical position responsible for managing all aspects of the agency general accounting team operations, ensuring compliance with the laws and tax obligations, supervising the general accounting team, and maintaining accurate fiscal records.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, coordinate, and oversee all aspects of various tasks of general accounting team including, but not limited to, preparing financial statements, ensuring accuracy of financial information, conducting financial analysis, and facilitating financial audits and system upgrades.
- Facilitate the development, documentation, and implementation of standardized accounting policies and procedures to ensure compliance with relevant laws and internal policies; analyze new and existing procedures to ensure a proper level of internal control exists.
- Stay up to date with relevant government accounting regulations, standards, and procedures.
- Review and approve the documentation used to support the preparation of the annual financial statements.
- Evaluate, reconcile, and prepare annual and periodic financial statements and ensure proper internal controls and compliance with government regulations, audits, and Generally Accepted Accounting Principles (GAAP); prepare other reports as needed.
- Review and approve of journal entries and balance sheet reconciliations while analyzing fund financials periodically to ensure the accuracy, integrity, and transparency of financial information.
- Provide financial analysis including identifying trends, discrepancies, and areas for improvements to support strategic decision making and resource allocation.
- Manage and direct the activities of the general accounting team in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance providing feedback, coaching, mentoring, or initiating corrective action as needed, including termination.
- Train general accountant team staff on policies, procedures, and financial management system changes to promote staff efficiency and procedure accuracy and compliance.
- Develop and implement a plan for the long-term succession of general accounting staff.
- Develop systems to process and perform monthly and annual close out of accounting periods; assist FSD staff on an as-needed basis with system integrity issues; reporting issues; posting journal entries; and using software.
- Partner with the Enterprise Resource Planning (ERP) Financial Services team to develop, implement, test, and maintain the ERP software and reporting systems including current business processes, workflows, posting rules, validations, upgrades, new features, and additional tools before integration and roll out to the department.
- Collaborate with auditors and FSD personnel to facilitate audits and maintain compliance with applicable rules and regulations; represent FSD during the agency auditing process.



- Perform other related duties as required.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Working knowledge of Generally Accepted Accounting Principles (GAAP) and best practices.
- Working knowledge of best practices related to internal controls related to financial reporting.
- Knowledge of applicable laws and regulations including those related to governmental accounting and Sheriff's Offices in the State of Florida.
- Knowledge of supervisory principles, practices, and procedures.
- Excellent leadership, communication, customer service skills, and problem-solving skills.
- Strong organizational and time management skills.
- Proficiency in the use of Microsoft Office Suite.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to work both independently and as part of a team.
- Ability to meet deadlines within a fast-paced environment.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- Ability to schedule, assign, monitor, review, and evaluate the work of assigned subordinate(s).
- Ability to pay strict attention to detail.
- Ability to read, comprehend, interpret, and apply job-related laws, rules, policies, and procedures.
- Ability to stay up to date on changes in laws and regulations related to new accounting standards.
- Ability to use accounting software.

## **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 high school diploma or possession of a GED certificate.
- Eight years of related work experience in governmental accounting or a related field.
- Four years of supervisory experience.

OR

- An associate degree from an accredited institution of higher education with a major in accounting, business administration, or a related field.
- Six years of related work experience in governmental accounting or a related field.
- Three years of supervisory experience.

OR

- A bachelor's degree from an accredited institution of higher education with a major in accounting, business administration, or a related field.
- Five years of related work experience in governmental accounting or a related field.
- Two years of supervisory experience.



## **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**

- Experience with accounting software.
- Experience with enterprise resource planning (ERP) integration within the last five years.