HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Grants & Financial Systems Manager

Job Code: U8821
Pay Grade: UI
Pay Scale: $95,382.73-$174,265.61 Annually
Exempt: Yes

OVERVIEW

Lead strategic grants planning and pre-award coordination, including ownership of Workday Finance business processes and controls. Support budget coordination and reporting, and ensure standardized procedures, audit readiness, and efficient workflows across fiscal operations.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, coordinate, and oversee strategic grants planning and pre-award coordination activities, including pipeline management, prioritization, calendar tracking, and award-intake support.
- Serve as the Financial Services Division (FSD) business owner for Workday Finance business processes and controls for assigned areas, including workflow design, documentation, testing discipline, and continuous improvement of system-enabled controls.
- Support the budget process by coordinating assigned input, maintaining supporting documentation, and preparing periodic budget-to-actual and variance summaries as requested.
- Establish, document, and maintain standardized policies and procedures for grant intake and award setup coordination, including grant budget development, match documentation, coding structures, required approvals, and alignment with applicable policies.
- Coordinate with General Accounting and grants stakeholders to ensure awards are set up in a timely and consistent manner to support accurate financial reporting, monitoring, and closeout requirements.
- Develop and maintain dashboards, metrics, and standardized management reporting for grants status, Workday process performance, and budget tracking as assigned.
- Identify and implement technology-enabled improvements that reduce manual touchpoints, strengthen internal controls, and improve cycle times for assigned processes.
- Supervise, coach, and evaluate assigned staff; assign work, set priorities, and provide training to promote consistency and accuracy; provide ongoing feedback and initiate corrective action, up to and including dismissal, as needed.
- Maintain effective working relationships with internal customers and external partners; respond to inquiries and resolve escalated issues within established timelines.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of grant principles and best practices related to grant strategy, research, fiscal compliance, reporting, and closeout.
- Knowledge of governmental budgeting concepts, financial planning, and management reporting.
- Knowledge of supervisory principles, practices, and procedures.

- Working knowledge of applicable grant laws and regulations, including Uniform Guidance and sponsor requirements.
- Working knowledge of internal control principles, including segregation of duties, documentation standards, reconciliation, and audit readiness.
- Proficiency in the use of Microsoft Office Suite.
- Ability to develop standardized templates and trackers.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to use Workday financial systems or similar Enterprise Resource Planning (ERP) platforms and to support business process testing and change management.

SKILLS

- Annual Budgeting Process
- Grants Management
- Customer Service
- Multitasking
- Problem Solving
- Grant Administration
- Grant Reporting
- Communication
- Leadership
- Organizing
- Financial Management
- Time Management
- Grant Compliance

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 grants, governmental finance, budgeting, 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 grants, governmental finance, budgeting, 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 grants, governmental finance, budgeting, 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 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

- Experience with grants management in a governmental or public safety environment.
- Experience supporting Workday Finance business processes, testing, and end-user training.
- Experience coordinating budgets, forecasts, and management reporting in a governmental environment.