HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Accountant 1

Job Code: W0902
Pay Grade: WM
Pay Scale: $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
Exempt: No

OVERVIEW

Perform entry level professional accounting duties involving the maintenance and review of accounting and fiscal records and preparation of financial statements.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Maintain financial records, accounts, ledgers, and journals in accordance with agency procedures and governmental accounting standards.
- Prepare, review, and process accounting transactions including journal entries, budget adjustments, and account reconciliations.
- Review supporting documentation for accuracy, completeness, and compliance before processing.
- Prepare summaries, trial balances, and related reports and statements for the assigned functional business unit.
- Conduct field audits within the scope of the assigned functional business unit.
- Provide customer service to vendors, employees, external customers, and members of the public regarding fee schedules, financial policies, billing questions, and/or payment status.
- Maintain detailed records for public records requests, internal review or external audit.
- Prepare correspondence and records to assist with discrepancy resolution.
- Assist with closing the books at year-end including accruals, reconciliations, and adjusting entries.
- Accounts Payable
- Review and enter vendor invoices, ensuring they are accurate, coded correctly, and match purchase orders and receiving documents.
- Process vendor payments (check, ACH, etc.) within established timelines to avoid penalties and maximize discounts.
- Serve as primary contact for vendor inquiries and assist with resolving account discrepancies.
- Accounts Receivable
- Receive, record, and reconcile daily cash, check, and electronic payments; prepare and deposit funds to appropriate accounts.
- Post receipts accurately to customer, grant, or program accounts and generate invoices for billable services.
- Reconcile collections with supporting documentation and collaborate with grants administrators to ensure proper crediting.
- Off Duty Events
- Set up new customer accounts and process off-duty job requests.
- Receive and distribute deputy payments; maintain accurate records related to off duty employment.
- Track and address deputies' non-compliance with off-duty assignments.

- Grants Accounting
- Review grant awards and agreements to establish allowable costs, compliance requirements, and key deadlines.
- Prepare and submit reimbursement requests, ensuring supporting documentation aligns with ledger entries.
- Track matching funds, program income, and maintain complete financial files to remain audit ready.
- Payroll
- Oversee payroll processing, verifying time and leave records, overtime, special pay, and benefit deductions.
- Prepare payroll-related journal entries, including accruals and allocations of benefit costs to cost centers/funds.
- Support compliance reporting for Governmental Accounting Standards Board (GASB) and Other Postemployment Benefits (OPEB) requirements.
- General Accounting
- Manage capital asset accounting, including acquisitions, transfers, dispositions, and related reconciliations.
- Maintain the chart of accounts, monitor bank activity, and ensure accurate coding of financial transactions.
- Support financial reporting and audits by preparing schedules, statements, and analyses of budget-to-actual variances.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, methods, and theory.
- Knowledge of laws, rules, and policies governing assigned functional accounting area.
- Knowledge of computer operations using accounting and spreadsheet applications.
- Ability to develop computer-based spreadsheets, graphs, summaries, and reports.
- Ability to post, balance, and reconcile financial accounts and records.
- Ability to learn supervisory principles, practices, and procedures.

SKILLS

- Task Management
- Accountability
- Balance Sheets
- Organizing
- Accruals
- Monthly Reconciliations
- Accounts Payable Process
- Generally Accepted Accounting Principles (GAAP)
- Accounting Software
- General Accounting
- Accounting Processes
- Cash Collection
- Workday Reporting
- Accounting Journal Entries
- Bookkeeping

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.
- Four years of experience in bookkeeping or financial recordkeeping.

OR

- An associate's degree from an accredited institution of higher education with a major in accounting.
- Three years of experience in bookkeeping or financial recordkeeping.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in any business-related field.
- Two years of experience in bookkeeping or financial recordkeeping.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in accounting or finance.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.