HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Accountant 2

Job Code: W0904
Pay Grade: WO
Pay Scale: $29.92-$45.92 Hourly; $62,233.60-$95,513.60 Annually
Exempt: No

OVERVIEW

Perform a full range of professional accounting duties involving a wide variety of accounting tasks for the Sheriff's Office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Establish, prepare, and maintain financial statements, records, accounts, ledgers, journals, and/or reports.
- Analyze/audit data, records, and reports agency-wide or for a specific Sheriff's Office functional area.
- Perform various tasks (e.g., auditing journal entries, approving bank transactions, investigating and resolving accounting discrepancies, producing quarterly audit reports) to ensure integrity of the accounting system.
- Develop new Financial Services Division (FSD) procedures (e.g., accounting, payroll) and/or modify existing procedures to ensure efficiency; train employees on how to follow new and/or updated procedures for compliance.
- Develop and recommend new and revised rules and policies based on operational program needs, objectives, and priorities.
- Direct and coordinate the preparation of various accounting and financial statements, summaries, and reports.
- Respond to inquiries from Sheriff's Office employees or others via telephone, email, or in person.
- Provide leadership and guidance to direct the activities of subordinates; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination; assess staffing needs and assist in the selection of new staff.
- Assist FSD staff on an as-needed basis with functions in Workday.
- Assist with coordinating, developing, testing, and implementing the financial and reporting systems, including new versions and upgrades.
- General Accounting:
- Establish operational priorities and coordinate operations with other agency functions to ensure program objectives and standards are established, attained, and consistent with overall agency goals.
- Lead specialized accounting projects and studies.
- Determine and request staff, material, and equipment needs to contribute to the formulation and justification of budgetary requests for the agency.
- Assist in the preparation of the annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP) for the Internal Service funds and other funds as requested.
- Payroll:
- Prepare complex journal entries and post transactions to proper accounts including moving

funds across functional business units.
- Prepare summaries, trial balances, and related reports and statements.
- Conduct agencywide field audits and prepare comprehensive reports.
- Reconcile and balance financial statements and accounting records and ledgers.
- Inmate Accounting:
- Initiate various bank transfer requests, prepare journal entries, and reconcile bank accounts to reflect activity in the Canteen, Inmate Accounts, and Internal Service Funds.
- Process inmate payments including processing deposits, withdrawals, and transfers related to inmate payments.
- Collaborate with other accounting staff and inmates to ensure the accuracy and efficiency of inmate accounting operations.
- Assist in the preparation of the annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP) for the Internal Service funds and other funds as requested.
- Prepare special reports for external auditors as needed, the Canteen Fund, Inmate Accounting, and the Inmate Welfare Fund.
- Attend Canteen Committee meetings and monitor news events that could affect FSD future revenues of the fund.
- Review incoming literature and subscriptions for changes in GAAP or other areas that may affect operations or reporting requirements.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the specific accounting and reporting requirements and complete accounting cycle.
- Working knowledge of budgetary procedures and controls.
- Working knowledge of computerized accounting systems.
- Knowledge of governmental accounting and auditing principles, practices, procedures, methods, and theory.
- Knowledge of laws, rules and policies governing payroll, leave, fiscal, and accounting books, records, and accounts.
- Knowledge of supervisory principles, practices, and procedures.
- Knowledge of personal computers using word processing, spreadsheets, databases.
- Ability to establish and maintain effective internal and external working relations.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to work independently as well as within a team environment.
- Ability to analyze and audit accounting, fiscal, and/or payroll data and reports.
- Ability to read, comprehend, and apply job-related rules, policies, and procedures.
- Ability to develop advanced computer-based spreadsheets, graphs, summaries, and reports.

SKILLS

- Accounting Reconciliation
- Accountability
- Generally Accepted Accounting Principles (GAAP)
- Accounting Reports
- Accounting Operations
- Learning Quickly
- Accounting Software
- Accounting Processes
- Action-Oriented

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.
- Two years of experience as a professional accountant.

OR

- An associate degree from an accredited institution of higher education with a major in accounting or finance.
- Three years of experience in bookkeeping or financial recordkeeping.
- Two years of experience as a professional accountant.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in any business-related field.
- Three years of experience as a professional accountant.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in accounting or finance.
- Two years of experience as a professional accountant.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in accounting or finance.
- One year of experience as a professional accountant.
- Certification as a Certified Public Accountant.

OR

- A master's degree from an accredited institution of higher education in an accounting or finance field.
- One year of experience as a professional accountant.

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.