HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Accountant 3

Job Code: W0906
Pay Grade: WS
Pay Scale: $40.14-$75.37 Hourly; $83,491.20-$156,769.60 Annually
Exempt: No

OVERVIEW

Perform complex or specialized accounting work at the supervisory or technical lead level for the Sheriff's Office. Work involves accounting and fiscal management for a mid-sized department or leadership for a specialized accounting function. Task scopes will vary depending on area of assignment.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

Accountant 3 Duties Performed Regardless of Assignment:

- Plan, organize, direct, control, and/or supervise accounting and financial functions and systems including disbursements, budget development and analysis, revenue accounting, and preparation of statistical and/or fiscal reports.
- Formulate accounting policies, systems, controls, and procedures.
- Monitor and evaluate the implementation and effectiveness of current accounting and budgetary systems and controls while recommending changes as needed.
- Consult as a technical lead or manage subordinates on specific accounting functions.
- Coordinate activities with other departments to ensure proper flow of key information.
- Review and approve nonrecurring accounting entries and adjustments.
- Prepare complex analyses and report on accounting problems or projects.
- Provide advice and assistance to departments on various accounting problems.
- Evaluate assigned staff performance by providing guidance, training, and assistance to ensure effective and timely assignment completion where applicable.
- Manage related accounting functions such as payroll, purchasing, and inventory control.
- Perform other related duties as required.

If Budgeting Assignment:

- Lead the preparation and administration of the annual budget.
- Develop long-term financial forecasts and capital planning.
- Coordinate with departmental heads to gather budget requests and forecasts.
- Work collaboratively with various departments to align budget strategies with organizational goals.
- Provide training and guidance to departmental staff on budget-related matters.
- Analyze revenue projections, expenditure patterns, and financial reports.
- Prepare detailed budget reports and presentations for senior management and stakeholders.
- Monitor and report on budget variances, financial risks, and opportunities.
- Develop and implement budgetary policies and procedures to improve efficiency.

KNOWLEDGE & ABILITIES

- Thorough knowledge of governmental budgeting processes and financial regulations.
- Knowledge of governmental accounting and auditing principles, practices, procedures, methods, and theory.
- Knowledge of computerized accounting systems.
- Knowledge of the specific accounting and reporting requirements and complete accounting cycle of assigned area.
- Knowledge of economic forecasting and financial modeling techniques.
- Knowledge of supervisory principles, practices, and procedures where applicable.
- Ability to schedule, assign, monitor, review, and evaluate the work of subordinates where applicable.
- Ability to work independently and manage multiple priorities.
- Ability to prepare accounting and audit records, statements, and reports.
- Ability to read, comprehend, interpret, and apply job-related laws, rules, policies, and procedures.
- Ability to develop computer-based spreadsheets, graphs, summaries, and reports.

SKILLS

- Collaboration
- Team-Oriented Leadership
- Month End Reporting
- General Ledger (GL)
- Preparation of Financial Reports
- General Ledger Reconciliations
- Accounting Reconciliation
- Results-Oriented
- Generally Accepted Accounting Principles (GAAP)

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.
- Four years of experience as a professional accountant.

OR

- An associate degree from an accredited institution of higher education with a major in accounting.
- Three years of experience in bookkeeping or financial recordkeeping.
- Four 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.
- Five 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.
- Four 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.
- Certification as a Certified Public Accountant.
- Three years of experience as a professional accountant.

OR

- A master's degree from an accredited institution of higher education in an accounting or finance field.
- Three years 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.