



PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION



POSITION NUMBER: 230

Retirement Class Code: HA

Class Title: Accountant II

Type of Position: CIVILIAN

Pay Grade: P05

1. Workweek: Full-Time (40 hours)

2. FLSA: Exempt from overtime

3. EEO Category: 02 (PROFESSIONALS)

4. Department: Finance

5. Section/Org Code: Compensation; Org. Code 8810

6. Location: New Port Richey

7. Job Summary: General Ledger oversight and accountability. Review and balance the financial trial balance on a monthly basis. Prepares journal entries and transactions as required to maintain General Ledger account integrity. Generate payback invoices billings monthly and quarterly, closing the month end. Void checks in the system, cancel out purchase orders, and validate transactions for accuracy.. Liaison for all matters concerning internal/external audits. Provides documentation to auditors, prepares financial audit schedules and reports, reviews bank reconciliations, and provides overview and accountability of Agency's accounting functions.

8. Working conditions: Works in a standard office environment.

9. Position reports to: Finance Director or designated supervisor.

10. Position directly supervises: This is a non-supervisory position.

11. Education and Experience: Bachelor's degree in Accounting, Finance or related field and three years of hands-on general ledger/accounting oversight and accountability required. High School Diploma or equivalent and a minimum of 7 years' experience of hands-on General Ledger/accounting oversight and accountability may be considered in lieu of degree. Must maintain valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

90% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks: Prepare General Ledger entries and generate paybacks from the weekly write up transaction that move the funds from one bank to another. On a monthly basis, void check/s and cancel out purchase orders. Prepares month end close and balances out the trial balances. Verify financial transactions and data entry for accuracy. Analyze entries and transactions having impact on the financial statements for accuracy and, where necessary, generate the appropriated adjusting entries in a timely manner. Review and analyze monthly revenue and disbursements, general ledger, and trial balance for correct categorical postings. Provides oversight of external audits. Coordinates external agency audits to ensure audits are with relevance and completed in a timely manner. As required, determines compliance with laws, rules and regulations and to ensure the reliability, accuracy and completeness of applicable agency records. Provide recommendations to improve transparency in recording detail transactions. Audit monthly and quarterly billing invoices. Prepare annual financial reports and provide to the auditors as required. Accurately and timely, respond to auditor requests. Provide

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oversight of agency's accounting function practices and ensures the integrity of the accounting system through compliance with GAAP, laws, rules and regulations, best practices.

10% DUTY AREA - GENERAL DUTIES Illustrative Tasks: Complete all assignments as directed and within the specified time frame and budget in accordance with agency policies. Complete, update, and submit and forward all required reports, documents, and forms to appropriated authority/personnel, in a timely manner pursuant to applicable state regulations and in accordance with agency policies and procedures.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

Agency General Orders policy and procedures manuals
Code of Ethics as stipulated by agency General Orders
Demonstrates competencies in accounts, statistical compilation
Financial reporting in accordance with generally accepted accounting principles
Computer Software related to accounting and finance functions

SKILLED IN:

Use of office equipment: computer/software/office equipment word processing, spreadsheet, data-base, and other specialized computer software, printer, copier, and any equipment required to perform position tasks
Time Management
Problem Solving
Team building, Contact with Public
Accounting
Organizational, Planning and scheduling skills
Knowledge of local, state, and federal statutes/ ordinances

ABILITY TO:

Clearly speak, understand, read, and write
Make sound decisions
Perform basis mathematical functions
Operate a personal computer, peripheral equipment and assigned software
Prepare documents, forms, reports, tables, and other correspondence
Possess manual dexterity sufficient to perform required job skills
Maintain discretion regarding sensitive data

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day

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- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist.

Other Requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work shift work

14. Equipment or machines routinely used in this position: Telephone; agency computer, software programs; calculator; photocopier; facsimile machine, and agency vehicle.

15. Amount and type of supervision position receive: Employee works under moderate guidance and supervision from the Finance Director or designated supervisor.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Finance Director or designated supervisor. This position receives a formal, written performance evaluation in accordance with General Order 35.1.

17. Essential Tier Response: Tier 2 - Mission Essential. This position designation is for those that are needed to ensure the continued operations of mission essential functions for the agency. These positions are not in leadership or specialized capabilities, but provide limited logistical support to operations. This position designation supports requirements other than immediate emergency response and organizational leadership.

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

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