



PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION



POSITION NUMBER: 778

Retirement Class Code: HM (Senior Management)

Class Title: Asst. Finance Director

Type of Position: Civilian

Pay Grade: P40

1. Workweek: Full-Time (40 hours per week)

2. FLSA: Exempt from overtime

3. EEO Category: 02 (PROFESSIONALS)

4. Department: Management Services - Finance

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

6. Location: New Port Richey

7. Job Summary: This is a highly visible civilian position responsible for assisting the Finance Director for carrying out the mission statement for the Sheriff's Office as it applies to financial operations. Reviews general ledger transactions, such as journal entries, cash receipts, etc., to ensure compliance as required per Local, State and Federal guidelines. Ensure revenues and expenditures are recorded within the appropriate funding source. Requires comprehension and understanding of public sector accounting, grants, contracts, etc. Makes recommendations, identifies and implements efficient business operations and process improvement activities.

8. Working conditions: Works in a fast paced standard office environment. Occasional travel to other locations in and out of the county may be required.

9. Position reports to: Chain of Command in accordance with current organization chart

10. Position directly supervises: positions in accordance with current organization chart.

11. Education and Experience: Bachelor's degree from an accredited college or university with course work in accounting, business administration, or a related field required. Masters' degree preferred. Seven (7) years of recent accounting experience with at least two (2) years of public sector experience required. Five (5) years supervisory experience in accounting functions required. Must maintain a valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

95% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks: Reviews general ledger transactions, such as journal entries, cash receipts, etc., to ensure compliance as required per Local, State and Federal guidelines. Ensure revenues and expenditures are recorded within the appropriate funding source. Perform continuous process improvement on financial functions to ensure utilization of the most efficient and effective procedures. Develop and maintain procedures and checklists for tasks assigned to members.

Review General Orders as they relate to finance office activities and make recommendations to the Finance Director, as appropriate. Assist with the oversight and/or responsibility for Emergency Management processes and procedures related to financial activities. Prepares and reviews annual financial statements, as directed. Assists the Finance Director with banking and credit card management.

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5% DUTY AREA - GENERAL DUTIES: Illustrative Tasks: Participate in meetings and trainings as applicable, in accordance with established agency policies/procedures. Prepares and/or reviews Member Performance Reviews of direct reports

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

- A/P, A/R, G/L, Payroll and Journal Entries
- Agency General Orders
- Code of Ethics as stipulated by agency General Orders
- Financial reporting in accordance with generally accepted accounting principles
- Computer Software related to accounting and finance functions
- Local, State, and Federal Statutes and/or ordinances

SKILLED IN:

- Strong time management and the ability to multi-task Problem solving
- Team building
- Organizing, planning and scheduling
- Design, analyze, prepare reports with a heavy emphasis on Excel

ABILITY TO:

- Clearly speak, understand, read, and write English
- Make sound decisions
- Maintain confidentiality
- Maintain discretion regarding sensitive data
- Prioritize in order to meet all required deadlines
- Demonstrate leadership in an office environment

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

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Other Requirements:

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

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

15. Amount and type of supervision position receives: Employee works under limited guidance and supervision from the Finance Director.

16. Review procedures: Work may be reviewed periodically by Chain of Command in accordance with current organization chart, per General Order 35.1, no formal written review is required. This position has been designated as a member of the Sheriff's Executive Staff and/or a person who serves solely at the pleasure of the Sheriff.

17. Essential Tier Response: Tier 1 (Key and Mission Essential): Employee will be required to perform leadership functions, specialized functional support, or subject matter expertise functions during a hurricane, severe weather conditions, or other designated emergency or catastrophic event.

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 be expected to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations. The list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

20. This position may be subject to lateral transfer at the Sheriff's discretion based on the needs of the agency and/or development of the member. A lateral transfer is a move of position and/or title within the same pay grade or equivalent. A lateral transfer may result in change in schedule, change in responsibilities, change in assigned equipment, and/or change in assignment location. However, no lateral transfer shall affect a member's base pay.

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