



Pasco Sheriff's Office
POSITION DESCRIPTION



Position Number: 674

Retirement Class Code: HA (Regular Risk)

Class Title: Finance Manager

Type of Position: Administrative

Pay Grade: P25

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: Highly visible civilian position responsible for the supervision and oversight of accounting functions, including, but not limited to accounts receivable, accounts payable, payroll and fixed assets. Works with the Asst. Finance Director regarding banking and credit card activity electronic transmissions and miscellaneous report filings.

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: in accordance with current organization chart

11. Education and Experience: Bachelor's degree from an accredited college or university in accounting, business administration, or related field, a minimum three (3) years supervisory experience and a minimum of five (5) years recent accounting experience is required, with at least one (1) year of public sector experience preferred. 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:

80% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks: Reviews transactional data and related documentation to ensure the accuracy of payroll, accounts receivable, accounts payable, and fixed assets. Ensures all documentation is classified and retained as required by the "State of Florida General Records Schedule GS1-SL for State and Local Government Agencies." Identifies and implements efficient accounting and business operations. Assist with the oversight and/or responsibility for Emergency Management processes and procedures as related to financial activities. Develop and maintain procedures and checklists for tasks assigned to members.

15% DUTY AREA – GENERAL: Illustrative Tasks: Conducts periodic internal audits of assigned functions. Implements controls in compliance with local, state and federal guidelines and General Accepted Accounting Principles.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised May 2024

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5% DUTY AREAS GENERAL OFFICE: Illustrative Tasks: Participate in meetings and training as directed and 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
- Local, State, and Federal Statutes and/or ordinances

- 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
- Reconciliation of general ledger accounts
- Governmental budgetary procedures, financial accounting, cost accounting and fund management
- Computer software related to accounting, finance, reporting, and related functions

Skilled in:

- Possess short/long term memory
- Strong time management and the ability to multi-task
- Problem solving
- Team building Accounting operations
- Organizing, planning and scheduling

Ability to:

- Clearly speak, understand, read, and write English
- Make sound decisions
- Use independent judgment to make technical and professional decisions
- Maintain discretion regarding sensitive data
- Prioritize in order to meet all required deadlines
- Plan, organize and bring complicated assignments to completion
- Demonstrate leadership in an office environment

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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.

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: Member will work under moderate guidance and supervision of the Asst. Finance Director.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Chain of Command in accordance with current organization chart. This position receives a written performance evaluation in accordance with General Order 35.1.

17. Essential Tier Response: Tier 1 (Key and Mission Essential): This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

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.

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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