

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## NOW HIRING Payroll Fiscal Specialist

The Pinellas County Sheriff's Office is looking for the best and brightest individuals who want to help their community and make a positive difference in people's lives. Our goal is to provide the highest level of professional public service to the wide range of ethnic and culturally diverse groups that make up Pinellas County. A career with the Pinellas County Sheriff's Office offers: challenge, excitement, variety, teamwork, job satisfaction, opportunities for special assignments, career development, opportunities for promotion/advancement, and excellent salary and benefits.

**Of the more than 3,000 Sheriff's Offices nationwide, the Pinellas County Sheriff's Office is one of less than 40 to have received the Triple Crown Award for accreditation.** This prestigious award recognizes agencies that have achieved accreditation from three separate accreditation agencies: Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), the American Correctional Association (ACA), and the National Commission on Correctional Healthcare (NCCHC). Additionally the agency is accredited by the Florida Model Jails (FMJ).

**"Leading The Way for a Safer Pinellas"** is the vision and will continue to be the guiding direction of the Pinellas County Sheriff's Office.

### QUALIFICATIONS:

#### **\*Payroll Fiscal Specialist**

- \* High School Diploma or G.E.D.
- \* Three (3) years of progressively responsible experience in a Fiscal setting in payroll
- \* Must possess a valid Florida driver's license

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs routine research analysis and reconciles receipts, disbursements, and payroll transactions to ensure accuracy of the financial records and prepares appropriate entries as needed;
- Processes payroll utilizing the payroll software and all related entry functions and reports, prepares quarterly and annual State and Federal reporting, workers compensation reports, and handles the agency's health benefit payments;
- Interprets and applies PCSO policies, Federal, State and local laws, and regulations as they relate to grants and payroll;
- Assist agency members with routine Fiscal related questions;
- Researches and prepares periodic survey requests;
- Schedules, plans and monitors various essential unit functions as required;

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- Participates in Sheriff's Office recruitment and community relations activities as directed.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of bookkeeping and governmental accounting principles, Federal Taxes, and Florida State Retirement rules and regulations; possess analytical abilities in order to properly classify financial transactions and payments
- Knowledge of business English, spelling, mathematical calculations and analyses, and modern office practices, procedures, and equipment, especially computer equipment and programs such as Microsoft office programs
- Familiarity with payroll and general ledger
- Knowledge of governmental budgetary procedures, financial accounting, union agreement compliance and fund organization
- Ability to establish and maintain an effective working relationship with personnel both internally and externally
- Ability to ensure the security, integrity and confidentiality of all records in accordance with agency policy and State and Federal regulations
- Ability to understand, explain, and apply personnel rules and regulations in relation to financial accounting
- Ability to perform efficiently and accurately while meeting strict deadlines
- Ability to plan, manage and prioritize time and workload
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

**For a complete list of job duties and functions and to submit an application, visit our website at [WWW.PCSOWEB.COM](http://WWW.PCSOWEB.COM)**

**If you have any questions, please contact Human Resources (727)582-6208**

**We have a no tobacco / nicotine use policy for six months prior to application and throughout your employment**

**The Pinellas County Sheriff's Office is an EEO/ADA employer and is committed to being a drug free workplace.**