



Leon County Sheriff's Office Staff Accountant

SALARY	\$25.92 Hourly \$2,073.22 Biweekly \$53,903.73 Annually	LOCATION	Sheriff's Suite 2825 Municipal Way Tallahassee Florida 32304, FL
JOB TYPE	Full-Time	JOB NUMBER	SA-01
DEPARTMENT	Fiscal Operations	DIVISION	General Accounting
OPENING DATE	07/25/2023	CLOSING DATE	8/4/2023 5:00 PM Eastern

General Description of Duties

This position performs responsible professional, administrative work managing and monitoring the Leon County Sheriff's Office financial transactions. Under the general direction of the Finance and Accounting Director, the Staff Accountant performs professional accounting work in preparation, maintenance, review, processing and auditing of financial records and reports in a fund accounting environment. This position ensures that agency transactions are recorded and maintained in the accounting records in accordance with both Governmental Accounting Standards Board (GASB) standards and Generally Accepted Accounting Principles (GAAP); federal, state and local laws, rules and regulations; and applicable Leon County Sheriff's Office policy and procedure. Work involves development of accounting procedures and monitoring of budgetary and financial data to meet the needs of the agency. Independent professional judgment is required. Duties may also include computerized processing, maintenance, reporting and analysis of complex financial records. Employees are responsible for one or more major fiscal functions, such as budgeting, contracts, grant reporting, financial system, special projects and financial reporting. Assignments are made orally and/or in writing and work is reviewed through audits, reports, conferences, observation and results obtained. This position requires a considerable amount of discretion, initiative, analysis and the use of independent judgement. This position adheres to the agency core values of honesty and integrity, accountability, teamwork, trust and respect and commitment to excellence. To be successful in this position, the employee must demonstrate competency in financial procedures, have a willingness to learn and research, effective time management skills, advanced analytical and financial skills, general communication skills (both written and oral), interpersonal skills, customer service and problem-solving skills. Starting salary above minimum may be considered for exceptionally well qualified candidates.

Essential Duties

1. Responsible for providing the highest level of professional accounting service to LCSO by maintaining necessary accounting records and analysis to meet GAAP, GASB, Florida Sheriff's Association Manual, State of Florida Uniform Accounting Systems Manual, and policy requirements.
2. Provide timely and accurate financial information or summary of accounting activities in order to maintain a sound financial control environment.
3. Monitor revenue and expense accounts to detect significant variances and research cause and potential adjusting entries.

4. Assist in the month-end, quarter-end and year-end close processes as well as annual financial statement audit, including preparing information and/or analysis.
5. Assist in providing accreditation unit with proof of compliance documentation as directed/required, ensuring that the documentation is accurate, complete, and meets the accreditation requirements for proof of compliance.
6. Identify departmental efficiency opportunities and share with Management in order to improve technology systems and/or processes.
7. Validate key internal control points are working efficiently and effectively through documented reviews.
8. Reconcile due to/due from accounts, bank reconciliations and interfund cash as well as other balance sheet accounts as assigned on a monthly basis.
9. Prepare required financial grant reporting on determined frequency accurately and timely.
10. Review all receipts to ensure accurate and timely reporting in revenue accounts.
11. Review payables for accuracy and timeliness of payments and proper recording of expenses.
12. Review reconciliations to ensure accuracy and timeliness and follow-up on unreconciled differences to ensure timely clearing.
13. Assist Director with update of chart of accounts and related information as needed and in accordance with the State of Florida Uniform Accounting System Manual.
14. Assist in maintaining financial system accounting structure and opening/closing fiscal year.
15. Keep abreast of any new or changing regulatory guidance and/or requirements (e.g., GAAP, GASB, FSA Manual, State of Florida Uniform Accounting Systems Manual, etc.).
16. Assist in preparing monthly budget to actual projections, financial statements and/or management reporting and discuss as applicable.
17. Complete, update and submit all assigned work in an accurate and timely manner.
18. Maintain an accurate and up-to-date tracking system to ensure deadlines are met in a timely manner.
19. Communicate with Director and/or Controller status of completing critical due dates and notify if any challenges have arisen in meeting approaching critical due dates.
20. Respond to supervision, guidance, direction, and feedback in a receptive manner and in accordance with agency policies.
21. Promote a strong sense of teamwork and a commitment to mentoring others.
22. Develop technical and behavioral skills to enhance individual professional development as well as the overall expertise.
23. Continuously improve knowledge and skills by participating in training classes and seminars designed to enhance leadership skills, knowledge, and abilities or to fulfill specific job specific requirements.
24. Perform other related duties as assigned by the Director, Controller and/or Chief Financial Officer.
25. Consolidates and reconciles all fund accounts and receipts, and if required, generate an accurate financial statement in accordance GASB standards.
26. Prepare, consolidate and analyze financial statements by fund and makes recommendations for appropriate and effective corrective action if budgetary parameters are not consistent with state statute requirements.
27. Conduct internal audits and external monitoring as required to determine compliance with applicable laws, rules and regulations, and to ensure the reliability, accuracy and completeness of applicable agency records.
28. Coordinate documents and proof required for accreditation and financial audits.
29. Ensure that systems used for financial and budgetary operations provide for adequate and reasonable internal accounting control, and that processed, recorded and reported transactions have suitable audit trails.
30. Prepare and maintain journal entries as required/directed and input accurate data in journal entries.
31. Provide training regarding budgeting and finance as needed to agency members.
32. Communicate and prepare financial presentations to all levels of management including Command Staff.
33. Assist in preparation of budget or financial estimates for grants as well as cost analysis related to contracts, RFPs and RFQs.
34. Ability to work independently with minimal guidance.
35. Ability to effectively communicate both orally and in writing.
36. Ability to prepare and present clear, accurate, concise, and objective written and oral reports.
37. Ability to adhere to the standards and principles of the agency's core values and professionally represent the agency.
38. Ability to report to work timely, consistently and as scheduled.
39. 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.

Eligibility Criteria

- Bachelor’s Degree in Finance, Accounting, Business Administration, or related field; OR
- Four (4) years of experience in accounting, or financial analysis; OR
- Equivalent combination of education and/or experience sufficient to successfully perform the essential duties of the job as those listed above; AND
- Finance or Accounting experience within a government environment and proficiency with Microsoft Office Suite preferred.

Necessary Special Requirements

- Must be able to lift, push, carry or pull a minimum of 25 pounds independently.
- Work is primarily performed in a secure office environment. Position may require travel to attend various meetings and functions related to performance of tasks.

Agency

Leon County Sheriff's Office

Address

2825 Municipal Way

Tallahassee, Florida, 32304

Phone

(850) 606-3356

Website

<http://www.leoncountysos.com>

Staff Accountant Supplemental Questionnaire

*QUESTION 1

Which best describes your level of education?

- Some High School
- High School Diploma/GED
- Some College
- Associates Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

*QUESTION 2

Please indicate if you have a degree in Finance, Accounting, Business Administration, or a related field.

- Yes, Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Yes, Master's degree in Finance, Accounting, Business Administration, or a related field.
- Bachelor's or Master's degree is not in a related field.
- A.A. Degree.
- No degree.

***QUESTION 3**

Please indicate your work experience in accounting and/or financial analysis.

- No experience.
- Less than 1 year.
- 1-2 years.
- 3-4 years.
- 5 or more years

***QUESTION 4**

Salary anticipated to be at base pay. If not acceptable to you, what minimum annual salary would be acceptable?

***QUESTION 5**

Have you ever received a dishonorable discharge from the military?

- Yes
- No
- Never served in military.
- Currently serving in military/No discharge.

***QUESTION 6**

Have you ever been convicted of, received a withhold of adjudication for, or entered a plea of guilty or nolo contendere to any felony?

- Yes
- No

***QUESTION 7**

Have you ever been convicted of a felony traffic offense including adjudication withheld?

- Yes
- No

***QUESTION 8**

Are you currently under criminal investigation or indictment?

- Yes
- No

***QUESTION 9**

Do you have any current criminal charges pending in the courts (without an official legal disposition)?

- Yes
- No

***QUESTION 10**

Are you currently under internal investigation, under investigation by the CJSTC or administrative investigation?

- Yes
- No

***QUESTION 11**

Have you ever separated, abandoned, resigned or retired from a business or agency while under criminal or internal investigation or while under the threat of criminal or internal investigation?

- Yes
 No

***QUESTION 12**

Have you been civilly or administratively adjudicated to have engaged in or attempted to engage in sexual activity in the community or detentions facility by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse?

- Yes
 No

***QUESTION 13**

Have you ever been convicted of, received a withhold of adjudication for, or entered a plea of guilty or nolo contendere to a crime involving perjury or false statement, abuse of a child, elderly, or disabled person, domestic violence, or any crime of a sexual nature?

- Yes
 No

***QUESTION 14**

Have you ever been engaged in, convicted of, received a withhold of adjudication for, or entered a plea of guilty or nolo contendere to a crime of sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution?

- Yes
 No

***QUESTION 15**

Have you ever held membership in, association with, or any other connection to any organization that exposes or supports discrimination based upon race, color, national origin, sex, age, disability, religion, political affiliation, sexual orientation or marital status or is known to have been involved in criminal activity and/or a violation of any state laws and/or laws of the United States?

- Yes
 No

***QUESTION 16**

When would you estimate was your last use of marijuana.

- 0 - 12 months (within the last year)
 13 - 36 months (3 years or less)
 37 - 60 months (more than 3 years ago to 5 years)
 61 - 120 months (more than 5 years to 10 years ago)
 10+ (more than 10 years ago)
 Never used

***QUESTION 17**

When was the last time you used any of the following - heroin, cocaine, meth, mushrooms, LSD, illegal steroids or other drugs not prescribed to you?

- 0 - 12 months (last year)
- 13 - 36 months (3 years or less)
- 37 - 60 months (more than 3 years to five years ago)
- 61 - 120 months (more than 5 years to 10 years ago)
- 10+ years ago
- Never used

* Required Question