



**LEON COUNTY  
SHERIFF'S OFFICE**  
invites applications  
for the position of:

**Fiscal  
Operations  
Director**

**SALARY:** \$38.23 - \$59.38 Hourly  
\$3,058.54 - \$4,750.46 Biweekly  
\$79,522.00 - \$123,512.00 Annually

**DEPARTMENT:** Financial Services

**DIVISION:** General Accounting

**OPENING  
DATE:** 08/18/21

**CLOSING  
DATE:** Continuous

**GENERAL DESCRIPTION OF DUTIES:**

Under the direction of the Assistant Sheriff for Administration and External Relations, this position performs senior management level administrative work. Duties include oversight of fiscal operations, support the development of budgets, measurement and forecasting of expenditures, financial reporting and interactions with auditors and fiscal monitoring. Performs advanced accounting work and supervises the work of others in fiscal operations. Supervises the development and continuous improvement of financial processes as well as development of systems for financial tracking and monitoring. Recommends improvements to increase efficiencies and the improvement of internal controls of the financial and accounting functions of the agency. To be successful in this position, the employee must demonstrate competency in data entry and retrieval skills, time management skills, intermediate to advanced computer skills, effective communication skills (both written and oral), inter-personal skills, customer service skills, problem solving skills and accounting skills. Starting salary negotiable up to 25 percent over minimum salary based on advanced education and experience.

**ESSENTIAL DUTIES:**

1. Manages and supervises all agency fiscal operations.
2. Analyze entries and transactions.
3. Resolve pre-audit and/or audit issues.
4. Provide for internal accounting and/or audit trail.
5. Monitor financial data and/or events.
6. Ability to effectively manage the agency financials utilizing the Banner ERP system.
7. Perform management studies relating to budget.

8. Review monthly financial statements and bank reconciliations for compliance.
9. Supervise revenue collection.
10. Supervise accounting functions, ensuring all applicable laws and rules are followed.
11. Assist in the creation and management of the agency budget.
12. Coordinate monitoring of the agency budget and expenditures and provide monthly reports on status of budget balances to executive leadership.
13. Manage agency payroll.
14. Manage agency grants program.
15. Ability to work closely with others as a team.
16. Support and assist agency purchasing processes when necessary.
17. Provide strong leadership to subordinates and maintain a positive climate for employees
18. Ability to effectively communicate both orally and in writing.
19. Ability to provide professional customer service skills to both the public and agency members.
20. Ability to prepare and present clear, accurate, concise and objective written and oral reports.
21. Ability to meet requirements and maintain required licenses and certifications as well as agency required in-service training.
22. Ability to adhere to the standards and principles of the agency's core values and professionally represent the agency.
23. Ability to report to work timely, consistently, and as scheduled.
24. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

### **ELIGIBILITY CRITERIA:**

- Bachelor's degree from an accredited college or university with an emphasis in accounting, audit, finance, management or business administration required.
- Master's degree from an accredited college or university with an emphasis in accounting, audit, finance, management or business administration preferred;
- Certified Public Accountant (CPA) or progress toward CPA preferred.
- Advanced education and/or training in accounting, fiscal operations, and management highly desirable.
- Minimum of five (5) years of accounting experience required, of which 3 years must have been in a supervisory capacity.
- Proficiency in Microsoft Excel preferred.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Must be able to lift, push, carry or pull a minimum of 25 pounds independently.

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APPLICATIONS MAY BE FILED ONLINE AT: <http://www.leoncountysso.com/departments/administration/join-our-team>

Position #FOD-01  
FISCAL OPERATIONS DIRECTOR  
SM

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