



**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: Fiscal Operations

DIVISION: General Accounting

**OPENING
DATE:** 12/09/21

**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. Salary will be competitive based on experience and education.

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, business administration, or closely related field 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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.leoncountysso.com>

Position #FOD-01
FISCAL OPERATIONS DIRECTOR
SM

2825 Municipal Way
Tallahassee, FL 32304
(850) 606-3356

Fiscal Operations Director Supplemental Questionnaire

- * 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
- * 2. Do you have a Bachelor's degree or higher with an emphasis in accounting, audit, finance, management, business administration, or a closely related field?
- Yes, degree is in accounting, audit, finance, management, business administration, or a closely related field.
 - No, degree is in an unrelated field.
 - No, H.S. Diploma or A.A. Degree only.
- * 3. Please indicate your work experience in accounting.
- No experience.
 - 2 years or less.
 - 2-4 years.
 - 5 or more years.
- * 4. Please indicate your supervisory experience in accounting.
- No experience as a supervisor.
 - 2 years or less.
 - 3-4 years.
 - 5 or more years.
- * 5. Have you ever received a dishonorable discharge from the military?
- Yes
 - No
 - Never served in military.
 - Currently serving in military/No discharge.
- * 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
- * 7. Have you ever been convicted of a felony traffic offense including adjudication withheld?
- Yes
 - No
- * 8. Are you currently under criminal investigation or indictment?
- Yes
 - No
- * 9. Do you have any current criminal charges pending in the courts (without an official legal disposition)?
- Yes
 - No
- * 10. Are you currently under internal investigation, under investigation by the CJSTC or administrative investigation?

Yes No

- * 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

- * 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

- * 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

- * 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

- * 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

- * 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

- * 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