HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Fiscal Inventory Manager

**Job Code:** U8818
**Pay Grade:** UH
**Pay Scale:** $81,819.16-$122,728.75 Annually
**Exempt:** Yes

## OVERVIEW

The Fiscal Inventory Manager, a critical position in the Sheriff's Office, responsible for managing all aspects of the agency's warehouse operations, including inventory control, property management, customer service, and capital asset management. The ideal candidate will have a strong background in warehouse management, accounting, property control, and capital asset management, as well as experience with project management and change management.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, coordinate, and oversee all aspects of assigned accounting-related technology and operations projects during the project lifecycle including, but not limited to, developing project plans and timelines; scheduling and coordinating project activities; managing project budgets; communicating with project stakeholders; and ensuring that projects are completed on time, within budget, and to the required specifications.
- Evaluate, reconcile, and problem solve accounting, budgeting, and internal control processes including, but not limited to, reviewing financial statements and reports, identifying and investigating accounting errors and irregularities, and developing and implementing corrective actions.
- Develop and implement policies and procedures for property control and inventory management to ensure compliance with all applicable law and regulations related to property and inventory control; develop and implement a plan for the long-term storage of capital assets and proper management of grant-related capital assets with grant requirements.
- Track the status of all property in the warehouse and maintain accurate records of all property in the warehouse including serial numbers, descriptions, and locations; properly track and maintain all capital assets, including grant-related capital assets.
- Conduct regular inventory audits to ensure that all property is accounted for and regular physical inventories of capital assets; respond to customer inquiries and resolve any problems or complaints and work with grant administrators to ensure that capital assets are properly accounted for and managed in accordance with grant requirements.
- Investigate and report on losses and thefts of property and capital assets.
- Coordinate with other departments to ensure that all property and capital assets are properly disposed of when no longer needed.
- Train and supervise warehouse staff on warehouse procedures, safety protocols, and equipment operation.
- Represent the Sheriff's Office at meetings and conferences related to warehouse and asset management.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Working knowledge of governmental accounting and auditing principles (GAAP) practices, procedures, methods, and theory.
- Knowledge of warehouse management principles and practices.
- Knowledge of grant management principles and practices.
- Knowledge of accounting, budgeting, and internal control processes.
- Knowledge of warehouse safety protocols and procedures.
- Knowledge of applicable laws and regulations, including those related to property control.
- Knowledge of capital asset management principles and practices.
- Supervisory principles, practices, and procedures.
- Proficient in the use of Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Ability to use capital asset management software.
- Ability to use grant management software.
- Ability to use inventory management software.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to schedule, assign, monitor, review, and evaluate the work of assigned subordinate(s).
- Ability to pay strict attention to detail.
- Ability to read, comprehend, interpret, and apply job-related laws, rules, policies, and procedures.
- Ability to negotiate effectively with vendors and other stakeholders.
- Ability to stay up to date on changes in laws and regulations related to warehouse and asset management.

## SKILLS

- Inventory Procurement
- Inventory Reporting
- Monthly Reporting
- Procurement Procedures
- Purchase Orders

## WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Visit inventory sites to physically monitor capital assets and track property.
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Eight years of related work experience in warehouse management, inventory control, or a related field.

OR

- An associate degree from an accredited institution of higher education with a major in accounting, business administration, or a related field.
- Six years of related work experience in warehouse management, inventory control, or a related field.

OR

- A bachelor's degree from an accredited institution of higher education with a major in accounting, business administration, or a related field.
- Five years of related work experience in warehouse management, inventory control, or a related field.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana uses within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.

## PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA) and/or other certifications (e.g., Certified Internal Auditor (CIA), Certified Government Finance Officer (CGFO), etc.).
- Experience with enterprise resource planning (ERP) integration within the last five years.
- Project management and change management experience.