HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Fiscal Transaction Services Manager

**Job Code:** U8819
**Pay Grade:** UI
**Pay Scale:** $90,410.17-$135,615.26 Annually
**Exempt:** Yes

## OVERVIEW

Manage high-volume transactional accounting operations across accounts payable, accounts receivable, and payroll-related accounting, ensuring strong transaction-level internal controls, accurate and timely processing and reconciliation, and continuous workflow improvement.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, coordinate, and oversee daily operations across accounts payable (AP), accounts receivable (AR), and payroll-related transactional accounting, including processing, reconciliation, and service delivery.
- Establish, document, and maintain standardized transactional policies, procedures, and internal control checklists for AP, AR, and payroll-related accounting activities.
- Oversee month-end and year-end transaction-cycle close activities for assigned areas, including account reconciliations, variance review, and supporting schedules provided to General Accounting.
- Coordinate with General Accounting on posting rules, reconciliation standards, and financial statement impacts of transactional activity; ensure issues are escalated and resolved timely.
- Serve as the operational lead for transactional Workday/Enterprise Resource Planning (ERP) enhancements, including workflow redesign, automation opportunities, testing, and control validations.
- Manage customer and vendor service expectations for AP, AR, and payroll inquiries; resolve escalations and ensure timely, professional responses.
- Develop and implement cross-training, coverage, and continuity protocols to ensure uninterrupted payroll cycles, payment runs, and receipting and deposit workflows.
- Supervise, coach, and evaluate assigned staff; assign work, set priorities, and provide training to promote consistency and accuracy; provide ongoing feedback and initiate corrective action, up to and including dismissal, as needed.
- Monitor operational performance metrics for timeliness, accuracy, and compliance; identify trends and recommend process improvements.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Knowledge of payroll, accounts payable, and accounts receivable principles and best practices, including reconciliations and transaction controls.
- Knowledge of supervisory principles, practices, and procedures.
- Working knowledge of applicable laws and regulations related to payroll, payroll taxes, and governmental accounting operations.
- Working knowledge of internal control best practices, including segregation of duties, approval workflows, and reconciliation standards.

- Proficiency in the use of Microsoft Office Suite.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to work both independently and as part of a team in a fast-paced environment.
- Ability to schedule, assign, monitor, review, and evaluate the work of assigned subordinate(s).
- Ability to pay strict attention to detail and meet hard deadlines (e.g., payroll close).
- Ability to read, comprehend, interpret, and apply job-related laws, rules, policies, and procedures.
- Ability to use Workday or other ERP systems for financial and payroll-related business processes.

## SKILLS

- Customer Service
- Problem Solving
- Leadership
- Accounts Payable and Receivable
- Time Management
- Organizing
- Communication
- Workday Payroll
- Payroll Administration

## 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).
- 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 payroll or a related field including experience with payroll management software.
- Four years of supervisory experience.

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 payroll or a related field including experience with payroll management software.
- Three years of supervisory experience.

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 payroll or a related field including experience with payroll management software.
- Two years of supervisory experience.

## 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

- Experience with enterprise resource planning (ERP) integration within the last five years.
- Experience with Workday Financials and/or Workday Payroll and Time Tracking.