HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Fiscal General Accounting Manager

Job Code: U8820
Pay Grade: UH
Pay Scale: $81,819.16-$122,728.75 Annually
Exempt: Yes

OVERVIEW

Oversee General Accounting operations and Special Revenue units. The position is designed to complement other Fiscal Manager roles and provide reciprocal coverage to ensure adequate redundancy for core financial controls.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, coordinate, and oversee general accounting operations, including general ledger integrity, account reconciliations, financial statement preparation and support, financial reporting integrity, and audit coordination.
- Oversee Treasury-related activity, Capital Asset accounting and Special Revenue Accounting.
- Establish, document, and maintain standardized accounting policies, procedures, and internal controls aligned with governmental accounting standards and Sheriff's Office requirements.
- Oversee month-end and year-end close activities for assigned areas, including review and approval of journal entries, reconciliation standards, variance analysis, and documentation.
- Coordinate with transactional areas and other bureaus to ensure timely and accurate posting, classification, and reconciliation of activity impacting the general ledger and financial statements.
- Serve as primary liaison with internal and external auditors for assigned areas; coordinate audit requests, respond to inquiries, and track corrective actions.
- Partner with Workday/Enterprise Resource Planning (ERP) stakeholders and the Grants & Financial Systems Manager to improve accounting workflows, reporting, and system-enabled validations that strengthen controls and reduce manual effort.
- 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.
- Provide cross-training and backup coverage for key close and reconciliation functions.
- Maintain effective working relationships with internal customers; provide technical guidance on accounting treatment, reconciliation standards, and documentation expectations; resolve escalated issues.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of general ledger, reconciliation, and governmental financial reporting principles and best practices, including documentation standards and internal controls.
- Knowledge of supervisory principles, practices, and procedures.
- Working knowledge of applicable laws, regulations, and standards related to governmental

accounting and financial reporting.
- 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., month-end and year-end 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, accounting, and reporting business processes.

SKILLS

- Organizing
- Customer Service
- Time Management
- Financial Information
- Generally Accepted Accounting Principles (GAAP)
- Accounting Journal Entries
- Leadership
- Communication
- Problem Solving
- Financial Accounting
- General Accounting
- Government Accounting
- Balance Sheet Account Reconciliations

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.
- Seven years of related work experience in governmental accounting or a related field.
- Three 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 governmental accounting or a related field.
- Two 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 governmental accounting or a related field.
- One year 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 use 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 ERP integration within the last five years.
- Experience with Workday Financials, reporting tools, and ERP process improvement initiatives.