HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Accounting Clerk III

**Job Code:** W0916
**Pay Grade:** WJ
**Pay Scale:** $22.15-$33.85 Hourly; $46,072.00-$70,408.00 Annually
**Exempt:** No

## OVERVIEW

Perform clerical accounting work reviewing, processing, and maintaining basic accounting or fiscal records with some varied work assignments and latitude to set work priorities subject to supervisor approval.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Compile data for preparation of operating budgets.
- Analyze and audit accounting and fiscal data, records, and reports.
- Prepare accounting and fiscal reports, statements, and summaries.
- Reconcile and balance financial statements and accounting records.
- Receive funds, prepare deposits, and reconcile bank statements.
- Post transactions to correct accounts.
- Schedule, assign, monitor, review, train, evaluate, and coordinate the work of assigned staff.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Knowledge of accounting principles, practices, procedures, methods, and theory.
- Knowledge of laws, rules, and policies governing assigned functional accounting area.
- Knowledge of computer operations using accounting and spreadsheet applications.
- Ability to read, comprehend, and apply job related rules, policies, and procedures.
- Ability to prepare accounting, financial, and statistical reports.
- Ability to compile, analyze and/or audit accounting, budgetary, fiscal, payroll, and leave data.
- Ability to use accounting software, word processing, spreadsheet, and related software applications.

## SKILLS

- Month End Reporting
- Preparation of Financial Reports
- Accounting Reports
- Team Dynamics
- Cash Collection
- Workday Reporting
- Goal-Oriented
- Organizing
- Accountability
- Task Management
- Bookkeeping
- Workday Financials

- General Accounting

## 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.
- Three years of experience in bookkeeping or financial recordkeeping.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a vocational/technical program in bookkeeping or financial recordkeeping.
- Two years of experience in bookkeeping or financial recordkeeping.

OR

- An associate's degree from an accredited institution of higher education with a major in accounting.
- Two years of experience in bookkeeping or financial recordkeeping.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in any business field.
- One year of experience in bookkeeping or financial recordkeeping.

## 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.