

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

Job Title: Accountant III
Job Code: W0906
Pay Grade: WS
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform complex or specialized accounting work at the supervisory or technical lead level. Work may involve accounting and fiscal management for a mid-sized department/agency or leadership for a specialized accounting function.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on the particular agency/division/department to which they are assigned, individual employees may perform one or more of the duties described below.

- Plan, organize, direct, control, and/or supervise assigned accounting and financial functions, programs, and systems.
- Plan and supervise all accounting functions and activities including disbursements, budget development and analysis, revenue accounting, and preparation of statistical and/or fiscal reports; may manage related functions such as payroll, purchasing, and inventory control.
- Formulate or participate in the formulation of accounting policies, systems, controls and procedures, and monitors their implementation; evaluate effectiveness of and recommend changes to existing accounting and budgetary systems and controls.
- Provide consultation as a technical lead or manage subordinates on specific accounting functions; evaluate the performance of subordinate staff providing guidance, training, and assistance as needed to ensure effective and timely completion of assignments.
- Coordinate activities with other departments to ensure adequate flow of pertinent information.
- Review and approve nonrecurring accounting entries and adjustments.
- Prepare complex analysis and report on accounting problems or projects.
- Provide advice and assistance to departments on a variety of accounting problems.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting and auditing principles, practices, procedures, methods, and theory.
- Knowledge of computerized accounting systems to include automated accounting systems and their applications.
- Knowledge of the specific accounting and reporting requirements and the complete accounting cycle of the organization to which assigned.
- Knowledge of budgetary procedures and controls.
- Knowledge of supervisory principles, practices, and procedures.
- Ability to schedule, assign, monitor, review, and evaluate the work of assigned subordinates.
- Ability to analyze and audit accounting, fiscal, payroll and leave data, reports, and statements.
- Ability to prepare accounting and audit records, statements, and reports.
- Ability to read, comprehend, interpret, and apply job related laws, rules, policies, and procedures.
- Ability to develop computer based spreadsheets, graphs, summaries, and reports.

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Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four year degree granting college or university with a major in Accounting or Finance; and
Four years of experience as a professional accountant; and
A passing score on pre-employment testing.

OR

Graduation from an accredited four year degree granting college or university with a major in any business related field; and
Five years of experience as a professional accountant; and
A passing score on pre-employment testing.

OR

A Master's Degree from an accredited college or university with a major in Accounting or Finance; and
Three years of experience as a professional accountant; and
A passing score on pre-employment testing.

OR

Graduation from an accredited four year degree granting college or university with a major in Accounting or Finance; and
Certification as a Certified Public Accountant; and
Three years of experience as a professional accountant; and
A passing score on pre-employment testing.

OR

An Associate's Degree from an accredited college with a major in Accounting; and
Three years of experience in bookkeeping or financial record-keeping; and
Four years of experience as a professional accountant; and
A passing score on pre-employment testing.

OR

Graduation from high school or possession of a GED Certificate; and
Four years of experience in bookkeeping or financial record-keeping; and
Four years of experience as a professional accountant; and
A passing score on pre-employment testing.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a 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 criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.