

HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

Job Title: Accountant II
Job Code: W0904
Pay Grade: WO
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform full range professional accounting duties for assigned accounting function. Work may involve performing a wide variety of accounting tasks in an agency or department with limited fiscal programs or participating in the work of a unit within a large centralized accounting operation.

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 assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Create, establish, maintain, and audit financial records, accounts, ledgers, and journals.
- Develop new and modify existing accounting procedures.
- Analyze accounting and fiscal data, record, and report for a large department/agency or as a lead worker for a functional business unit.
- Prepare complex journal entries and post transactions to proper accounts to include moving funds across functional business units within assigned department/agency.
- Prepare summaries, trial balances, and related reports and statements to include department/agency wide scope of reporting.
- Conduct field audits and prepare comprehensive reports department/agency wide in scope.
- Reconcile and balance financial statements and accounting records and ledgers.
- May direct, supervise, and review the work of subordinate staff.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting and auditing principles, practices, procedures, methods, and theory.
- Knowledge of laws, rules and policies governing payroll, leave, fiscal, and accounting books, records, and accounts.
- Knowledge of supervisory principles, practices, and procedures.
- Knowledge of personal computers using word processing, spreadsheet, database, and various accounting software.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to schedule, assign, monitor, and review the work of subordinates.
- Ability to analyze and audit accounting, fiscal, payroll, and leave data and reports.
- Ability to read, comprehend, and apply job related 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
Two years of experience as a professional accountant; and
A passing score on a written test.

OR

Graduation from an accredited four year degree granting college or university with a major in any business related field;
and

Three years of experience as a professional accountant; and

A passing score on a written test.

OR

A Master's Degree from an accredited college or university with a major in Accounting or Finance; and

One year 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

One year of experience as a professional accountant; and

Certification as a Certified Public Accountant; and

A passing score on pre-employment testing.

OR

An Associate's Degree from an accredited college or university with a major in Accounting or Finance; and

Three years of experience in bookkeeping or financial record keeping; and

Two 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

Two 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.