



**PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION**

POSITION NUMBER: 2008/228

Retirement Class Code: HA

Class Title: Asset Accountant

Type of Position: Administrative

Pay Grade: P05 Pay Range: \$47,486.40-73,590.40

Board Of County Commissioners - Authorized:

- 1. Workweek:** Full-Time (40 hours)
- 2. FLSA:** Exempt from overtime
- 3. EEO Category: 02 (Professionals)**
- 4. Department: Management Services-Finance**
- 5. Section/Org Code:** Compensation; Org. Code: 8810
- 6. Location: Detention Center-Land O Lakes**
- 7. Job Summary:** Responsible for coordinating and handling activities related to Asset Accounting and Purchasing Cards (P-Card). Provides accurate and timely accounting of fixed assets for all Pasco Sheriff's Office agency locations in addition to other related duties. Follows up with property custodians to resolve discrepancies regarding applicable fixed assets. Performs other duties related to the overall coordination and management of the fixed assets of the Pasco Sheriff's Office from initial purchase through final disposition. Functions as the P-Card Coordinator between PSO agency purchasing cardholders, the bank, and outside vendors.
- 8. Working conditions:** Works in standard office and non-standard environments. Periodically it is necessary perform audit of assets on location. This position may occasionally require functions as they relate to a finance position and perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.
- 9. Position reports to:** Finance Director or designated supervisor.
- 10. Position directly supervises:** This is a non-supervisory position.
- 11. Education and Experience:** At least 5 years accounting work experience or 3 years Fixed Assets/Property Accounting experience. Requires a four-year degree in Accounting/Finance or related field with relevant work experience. Possession of a current and valid driver license is required.

12. Illustrative duties and responsibilities:

90% DUTY AREA – ADMINISTRATIVE: Illustrative Tasks:

Initiate and coordinate annual agency inventory with Property Custodians,
Review invoices to determine if expenses can be capitalized in accordance with the capitalization policies.

Maintain fixed asset information in the current and new general ledger systems.

Reconcile fixed asset general ledger accounts.

Prepare fixed asset reports for annual financial audits.

Prepare Annual Tangible Tax Return and submits before required due date.

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE.



PASCO SHERIFF'S OFFICE POSITION DESCRIPTION

Prepare and maintain asset listings for various tax incentive projects.
Prepare property tax workpapers and participate in the related reporting process.
Determine the validity of invoices, proper account codes, proper use tax accrual, and proper authorization of invoice payments of fixed assets and purchasing card transactions.
Perform Fixed Asset procedures related to asset additions, retirements, and cost adjustments.
Complete required fixed asset work generated from fixed asset audits.
Track assets that have been transferred or placed in storage as well as manage disposition and transfer processes of fixed assets between agency cost centers and/external dispositions.
Prepare spreadsheets and complete journal entries.
Provide support for internal and external audit requests.
Participate in other tax related initiatives and projects.
Prepare monthly statements for purchasing cardholders, monthly upload report for the financial system and year end grant activity report.
Maintain purchasing cardholder activity and credit limit files.
Prepare documentation for monthly wire transfer of bank payment.
Maintain previous months' transaction reports with detail information.
Request new purchasing cards and maintain bank's online cardholder information.
Conduct Purchasing Card training for new cardholders.
Review and update the Purchasing Card Program Policy and Procedure Manual.
Track and document any disputed transactions to resolution.
Troubleshoot sign on difficulties for office supply sites.
Document and change cardholder credit limits as directed.

10% DUTY AREA - GENERAL DUTIES Illustrative Tasks: Complete assignments as directed and perform other duties as needed; maintain work area; complete time sheets; file/retrieve all pertinent documentation/reports in the appropriate physical or electronic files/folders; send/receive faxes; generate copies; use telephone/computer/software/ office equipment.

3. Associated knowledge, skills and abilities:

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

- Agency General Orders policy and procedures
- Code of Ethics as stipulated by agency General Orders
- Business management/banking practices
- Accounting Competency in accordance with generally accepted accounting principles
- Computer Software related to accounting and finance functions

SKILLED IN:



PASCO SHERIFF'S OFFICE POSITION DESCRIPTION

Use of office equipment: computer, word processing, spread sheet, data-base, and other specialized computer software, printer, copier to perform position tasks.

Time management

Problem solving

Inter-personal skills

Accounting

ABILITY TO:

Clearly speak, understand, read, and write English

Make sound decisions

Perform basic mathematical functions

Operate a personal computer, peripheral equipment and assigned software

Prepare documents, forms, reports, tables, and other correspondence

Possess manual dexterity sufficient to perform required job skills

Maintain discretion regarding sensitive data

PHYSICAL AND OTHER REQUIREMENTS

20/20 vision (corrected/uncorrected); ability to hear conversation at a normal level; ability to sit at a computer monitor for extended periods of time.

14. Equipment or machines routinely used in this position: Telephone; agency Computer, software programs; calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receive: Employee works under moderate guidance and supervision from the Finance Director or designated supervisor.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Finance Director or designated supervisor. Receives a formal, written performance appraisal annually unless in the intro period then every quarter for the first year.

17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations. The list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

Apply online at: <https://applicant.pascosheriff.org/Finance/Applicant/public/login.aspx?token=1&ReturnUrl=/finance/applicant>
New users: create an account and please answer all questions completely. A resume attachment is recommended for all applicants.