

## FGFOA – Advertisement – Accountant II – Payroll

### Hillsborough County Sheriff's Office

Starting Salary: \$48,464 (may exceed depending upon experience) with excellent benefits package.

The Hillsborough County Sheriff's Office is looking for a member to join our team who is aligned with the Sheriff's core values of integrity, service, fairness, equity and commitment to quality. Our employees enjoy careers that are professionally and personally rewarding and that provide fair and reliable compensation.

Preferred applicant will have a minimum of a Bachelor's degree with a major in accounting or a business related field with five (5) years of progressive payroll and supervisory experience. Extensive experience in a fast paced payroll environment in an agency or company employing 500 or more employees. **Experience in Kronos timekeeping and payroll system highly desired.** Knowledge of general ledger processes including payroll journal entries, liability accounts, and reconciliations. Experience in preparing and submitting payroll reports, including bi-weekly, monthly, quarterly, annual, and year-end reports. Proficient computer skills including Microsoft Office, specifically Word and Excel with use of pivot tables, functions and formulas. Must possess strong interpersonal and organizational skills with the ability to manage multiple tasks and projects. Strong oral and written communication skills along with the ability to establish and maintain effective working relationships with all levels of staff, vendors and representatives from outside HCSO, including the general public.

#### MAJOR DUTIES AND RESPONSIBILITIES:

- In-depth knowledge of payroll compliance with federal and state laws such as FMLA, FLSA, and IRS.
- Review and reconcile timecards and adjustments provided by multiple departments for processing bi-weekly payrolls.
- Experience researching and resolving payroll discrepancies, and preparing reconciliations, related journal entries and forms.
- Ability to delegate tasks, provide proper instruction in a manner conducive to maintain or improve performance and employee morale.
- Ability to determine, assign and meet deadlines.
- Ability to plan, organize, recommend and/or implement work flow procedures.
- Knowledge of compensated absences, workers' compensation, third party sick, and Florida Retirement System (FRS) reporting requirements desired.
- Ability to calculate amounts and apply basic financial accounting concepts.
- Ability to maintain employee confidence and protect payroll operations by keeping information confidential.
- Ability to read English, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

#### ADDITIONAL REQUIREMENT:

- Possess and maintain a valid Florida driver's license.

#### EDUCATION AND EXPERIENCE:

Requires a Bachelor's degree in Accounting or Finance and a passing score on a written test, or a comparable amount of education, training and experience that provides the required knowledge, skills and abilities may be substituted for the minimum qualifications. Prefer experience in governmental accounting, specifically working in payroll.

Apply: Only applicants that complete an on-line application at link below will be considered. For assistance, please call (813) 247-8035. Applicants who qualify will be subject to an extensive selection process and screening program, which may include, but not be limited to, evaluation of training and experience; written test; computer based test; interview; polygraph examination; psychological evaluation; employment record, fingerprint and background check; medical examination; and drug screen. The expected duration of the selection process varies by position and could last 4 to 6 weeks.

<https://careers-hcso.icims.com/jobs/1222/2015-1222/login>

Veterans' Preference: Preference in appointment will be extended to eligible veterans with documentation of status (DD-214) at time of application as per Florida law.