

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## NOW HIRING Fiscal Clerk

The Pinellas County Sheriff's Office is looking for the best and brightest individuals who want to help their community and make a positive difference in people's lives. Our goal is to provide the highest level of professional public service to the wide range of ethnic and culturally diverse groups that make up Pinellas County. A career with the Pinellas County Sheriff's Office offers: challenge, excitement, variety, teamwork, job satisfaction, opportunities for special assignments, career development, opportunities for promotion/advancement, and excellent salary and benefits.

**Of the more than 3,000 Sheriff's Offices nationwide, the Pinellas County Sheriff's Office is one of less than 40 to have received the Triple Crown Award for accreditation.** This prestigious award recognizes agencies that have achieved accreditation from three separate accreditation agencies: Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), the American Correctional Association (ACA), and the National Commission on Correctional Healthcare (NCCHC). Additionally the agency is accredited by the Florida Model Jails (FMJ).

**"Leading The Way for a Safer Pinellas"** is the vision and will continue to be the guiding direction of the Pinellas County Sheriff's Office.

### QUALIFICATIONS

- High School diploma or G.E.D.
- One (1) year experience processing invoices for payment using a financial system preferred
- Other financial experience considered
- Training available for applicants with some financial experience
- A minimum score of 75% on a written fiscal examination and Excel test
- Must possess a valid Florida driver's license

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Verifies financial transactions are appropriately authorized for final processing, budget exists for the transactions, collective documentation acknowledges merchandise received or services rendered, and court case receipts are accurately applied;
- Reviews and resolves issues related to transactions missing any of the elements required for final processing; which includes coordinating with vendors, the Purchasing department, and other agency members;

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- Performs routine research, reconciles processed receipts and disbursements to ensure accuracy of the financial records, and prepares appropriate correcting entries as needed;
- Interprets and applies PCSO policies, Federal, State and local laws, and regulations as they relate to travel/training, purchasing card usage, sales tax, etc.;
- Assists agency members with routine Fiscal-related questions;
- Serves as a backup to other fiscal clerks and mailroom clerk; and
- Participates in Sheriff's Office recruitment and community relations activities as directed.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of bookkeeping and governmental accounting principles; and ability to analyze and verify financial transactions and payments;
- Knowledge of business English, spelling, mathematical calculations and analyses;
- Experience with modern office practices, procedures, and equipment, including computer equipment and programs such as Microsoft Office;
- Familiarity with accounting software programs;
- Ability to navigate the internet and outside websites to perform research and initiate on-line banking transactions;
- Ability to establish and maintain effective working relationships with others;
- Ability to ensure the security, integrity and confidentiality of all financial records, in accordance with agency policy and State and Federal regulations;
- Ability to process a large quantity of transactions accurately, while meeting strict deadlines;
- Ability to plan, organize and set priorities;
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

**For a complete list of job duties and functions and to submit an application, visit our website at [WWW.PCSOWEB.COM](http://WWW.PCSOWEB.COM)**

**If you have any questions, please contact Human Resources (727)582-6208**

**We have a no tobacco / nicotine use policy for six months prior to application and throughout your employment**

**The Pinellas County Sheriff's Office is an EEO/ADA employer and is committed to being a drug free workplace.**