

Accountant II – Hillsborough County Sheriff's Office

Closing: 6-2-17

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

The Hillsborough County Sheriff's Office (HCSO) 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.

Responsibilities include but are not limited to:

- Perform operational and supervisory duties for the A/R Unit including preparation of invoices and revenue collections.
- employ strong management and leadership skills.
- Supervise, direct and assist staff with Accounts Receivable operations and review work results.
- Ensure timely recording and accurate classification of revenues.
- Provide various revenue analyses including reviewing revenue and receivable accounts for noticeable errors to formulating revenue projections that are well documented and based on sound judgment.
- Manage and control the interfacing of data from one system to another
- Work with external auditors or others charged with reviewing the invoicing and revenue collection and recording processes.
- Maintain Accounts Receivable staff by recruiting, selecting, and training employees.
- Reconcile and balance financial statements and accounting records and ledgers.
- Proficient with the use of personal computers using word processing, spreadsheet, database, and various accounting software
- Respond to inquiries and requests for information in a professional and timely manner.
- Maintain Accounts Receivable Standard Operating Procedures by writing and updating policies and procedures as needed.

Education and Experience:

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.
- No misdemeanor convictions involving perjury, false statement, or domestic violence.
- 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.

Apply: Only applicants that complete an on-line application at link below will be considered. For assistance, please call (813) 318-5300. 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. <http://www.joinhcsso.com> .

- 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.