



Seminole County Sheriff's Office

FINANCIAL ANALYST

Class Spec Code: 1070

Established Date: 05/24/2021

Last Revised Date: 03/28/2023

Effective: 03/28/2023

Salary Range

\$21.97 - \$32.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Technical work responsible for the coordination of various financial activities and reports.

Typical Duties

Note: Listed functions, duties, responsibilities and skills are not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Cash Receipting:

Processes, inputs and prepares incoming revenue for deposit to SCSO for all funds and transfer to the County.

Accounts Receivable:

Prepares accounts receivable invoices and reconciles accounts receivable monthly for all funds.
Performs collections as necessary.

Revenues:

Tracks revenues and investigates variances for all funds.

Cash Disbursements:

Acts as Petty Cash custodian for Fiscal Services Division.

Purchasing Card:

Ensures that the P-Card program complies with SCSO P-Card policy as part of the P-Card Administration team.
Reviews P-card transactions for coding expenditure to proper account numbers.

Accounts Payable:

Sets up Vendors including obtaining W-9's. Ensures invoices are supported by proper purchasing documentation. Ensures invoices are mathematically accurate, properly coded; have appropriate approvals denoting that goods or services have been received.

Conducts Accounts Payable check runs including manuals for all Funds. Runs Accounts Payable reports as required.

Processes voids and stop payments through the bank.

Maintains accounting files.

Manages Positive Pay program.

Reviews, processes and reconciles travel claims and tuition reimbursement program.

Expenses:

Maintains expense tracking sheets on excel for major expense categories as assigned.

Specialized Accounting:

Assists Accounting Supervisor, Accounting Manager and Director of Fiscal Services with special accounting projects, research and accounting audits as required.

Performs scheduling, invoicing, collections, payroll and report generation associated with Extra Duty Detail Program. Attends Extra Duty Detail Committee meetings.

Performs financial duties for Civil Division to include monthly reconciliations.

Point of contact for Cost of Investigation and Restitution payments made to SCSO.

Performs accounting for Inmate Finance to include the Jail Management subsidiary systems, bonds, Inmate Welfare fund and communication with Inmates regarding transactions.

Manages Jail Facilities bills to be paid by Seminole County BOCC.

Manages financial transactions associated with SCSO Not-For-Profit.

Responsible for all financial activities of Adult Misdemeanor Probation Department, to include recording of incoming revenue into accounting software and Café, the flow of money to various sources, as well as responding to queries and communicates with the general public and other agency offices.

Miscellaneous:

Drop-off and retrieve mail. Order office and banking supplies. Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

Minimum Qualifications

- Bachelor's Degree in Accounting or closely related field
- Three (3) years of experience as an accountant or in a related position
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of Sheriff's Office Financial System; general accounting practices and principles; Microsoft Office or other computer spreadsheet programs.

Ability to adhere to prescribed routines and practices; to work independently to achieve accurate and timely end product results; to maintain, organize and assemble data to prepare accurate reports, summaries, and tabulations; to communicate with other departments/divisions, agency offices, and the public in an effective manner; to multi-task; to maintain confidential records and reports.

WORKING CONDITIONS

The work environment is generally in an office atmosphere. Work is generally performed during normal business hours

although some overtime may be required.

**PHYSICAL
REQUIREMENTS**

ATTRIBUTES

Mobility-Some sedentary work but some standing and walking; constant use of a computer.

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime