



Seminole County Sheriff's Office

SR FINANCIAL ANALYST

Class Spec Code: 1070

Established Date: 10/15/2020

Last Revised Date: 09/22/2021

Effective: 02/11/2022

Salary Range

\$19.76 - \$31.67 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 administration and coordination of various financial activities and reports for the Fleet Services Division.

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.

Purchasing.

Prepares requisitions using the proper account numbers, approvals and in compliance with Purchasing Policy.

Works with Procurement/ Agreements Section on Fleet-related contracts and purchases.

Runs open encumbrance reports on a quarterly basis and research as needed.

Reviews service from vendors and recommends changes or substitutions when necessary to reduce costs, improve quality and/or facilitate delivery.

Reviews specifications for competitiveness, fitness for purpose and format.

Reviews single source requests for validity, recommending other sources where appropriate – with assistance from Procurement/Agreements Section.

Reconciles receipt of goods and services to the order.

Reconciles invoices and ensures they are processed for payment in a timely manner.

Assists with development of list of reliable service providers by constant evaluation of service and performance.

May train, assign, monitor, and review the work of others.

Asset Management

Maintains information in Fleet Services vehicle database.

Reviews the Division's asset management reports to ensure that all asset data is accurate, updated monthly and assists in completion of the annual inventory.

Reconciles the Fleet Services database to the asset management reports from the financial system.

Designs reports and provides analytical services to support planning and purchasing.

Ensures compliance with existing standard operating procedures and processes through regular reviews and informal audits.

Reviews loss/damage reports provided by our insurance provider.

Prepares reports tracking vehicle damage, payment of deductible and related insurance reimbursement to ensure timely processing.

Prepares annual SHARP insurance applications for vehicle coverage.

Accounts Payable

Manages major vendor accounts.

Ensures invoices are supported by proper purchasing documentation.

Ensure invoices are mathematically accurate, properly coded; have appropriate approvals denoting that goods or services have been received in accordance with order.

Budget

Assists in the preparation, analysis and implementation of the Fleet Services annual operating and capital budget.

Specialized Accounting

Assists Director of Fleet Services with special accounting projects, research and

accounting audits as required.

Oversees the monthly expenditures for agency fuel usage and fuel use projections. Supervises the review and inspection of monthly Fleet Services expenses for cost savings.

Miscellaneous

Drop-off and retrieve mail.

Order office and Fleet Services parts and 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, Finance, or Business Administration
- Five (5) years of experience as an accountant or in a related position; or an equivalent combination of related training 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 general 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 ATTRIBUTES REQUIREMENTS

Mobility-Mostly 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.