

Code: 1825

Title: FINANCIAL ADMINISTRATOR-SHERIFF'S DEPARTMENT

SUMMARY: Plans, directs and controls the financial administrative operations and the Financial Investigative Unit of the Sheriff's Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes, directs and administers the financial activities of the Sheriff's business office;
Manages and administers the Financial Investigative Unit of the Sheriff's Department;
Develops long- and short-range financial plans and objectives by preparing cost projections and forecast studies and directs implementation of specific financial programs to accomplish departmental objectives;
Supervises and participates in financial analyses to support investigative and prosecutorial functions;
Develops and submits the departmental budget and monitors expenditures;
Researches and identifies funding sources and submits or coordinates preparation of grant requests;
Develops and implements policies and procedures for financial operations and financial investigations;
Evaluates effectiveness of financial operations program and financial investigations program;
Develops and directs the installation of new or modified financial cost accounting and records management systems in areas such as payroll, purchasing and inventory control;
Functions as financial liaison with other county departments and represents the Sheriff in matters pertaining to financial administration;
Monitors financial investigative grant for compliance with grant requirements;
Reviews and evaluates grant and contract requests, income management reports and revenue studies for departmental financial planning considerations;
Coordinates financial services with other divisions to meet the needs and goals of the department;
Develops and recommends costs reduction or cost avoidance procedures;
Participates in the development of department policy and procedures and implements financial aspects of new or modified procedures;
Coordinates accounting data collection and reporting requirements with departmental and county data processing staff;
Supervises, trains and evaluates professional accounting and support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of public sector financial planning and administration;
- financial investigative and analytical techniques;
- budget preparation and monitoring;
- grant writing and funding sources for law enforcement agencies;
- principles and practices of cost accounting and records management;
- automated accounting systems and financial reporting.

Skill in:

- developing, submitting and monitoring an annual budget;
- performing financial investigations and analysis;
- identifying funding sources and submitting grants;
- evaluating program effectiveness and implementing new or revised policies and procedures;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration, accounting, finance, management or a closely related field as defined by the appointing authority and four years of professional accounting or financial administration experience, including one year in a supervisory capacity.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

(2) One year with Pima County as an Accounting Officer.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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