



## COUNTY OF NYE

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### **CLASS TITLE: Sheriff's Office Financial Manager**

#### **BASIC FUNCTION:**

Under direction, manages, plans, oversees, organizes summarizes and balances Sheriff's Office budget, and Sheriff's Office payroll; prepares and monitors budget activities, provides budgetary forecasts, supervises activities of financial accounts. Administers banking relations and expenditures functions throughout the organization. Performs a variety of responsible fiscal, financial, payroll and accounting support to the Sheriff's Office. Directly supervises, assigns, audits and reviews the work involving all finances of Sheriff's Office staff. Communicates and coordinates with County finance staff regarding fiscal and compliance matters.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Plans, prioritizes, assigns, supervises, audits, and reviews the work involving finances of Sheriff's Office staff; conducts quality-control audits. Instructs employees, provides training and coordinates training programs related to the finances of the Sheriff's Office. Provides counsel and evaluation of employees within his/her assigned division.
2. Assists in establishing and implementing goals, objectives, strategies, policies and procedures for Sheriff's Office finances.
3. Establishes schedules and methods for providing accounting services; identifies resource needs; reviews perceived needs with Sheriff; allocates approved resources accordingly.
4. Participates in the selection of staff, provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures as assigned while ensuring disciplinary process remains in accordance with federal, state requirements, county and NCSO policy, procedures and collective bargaining agreements.
5. Working with the Comptroller participates in the preparation and administration of the Sheriff's Office budget; prepares cash flow and expenditure projections submits budget recommendations; monitors all expenditures and provides personnel costs from salary projection.
6. Prepares analytical and statistical reports on operations and activities.
7. Coordinates with vendors to purchase supplies and equipment under procurement threshold; working with purchasing negotiates pricing and quantity

- breaks, processes payments; posts applicable information; reconciles accounts.
8. Composes correspondence, charts and reports and submits for approval; reviews the work of assigned staff for accuracy and completeness.
  9. Prepares reconciliations of Sheriff's Office accounts and activities, such as expense, revenue and grant accounts, as well as special funds. Researches discrepancies in various accounts; makes necessary corrections. Balances all Sheriff's Office accounts at least monthly.
  10. Reconciles and maintains a wide variety of accounts; maintains accurate and up to date records and monitors them monthly for accuracy, completeness, and compliance with Federal, State and County policies. Organizes Sheriff's Office financial records utilizing financial systems in conjunction with the Comptroller's office.
  11. Oversees and/or coordinates testing of system updates and system implementations as it relates to Sheriff Office specific systems.
  12. Responds to requests for information; reviews, investigates, and corrects errors in financial documents. Oversees month-end financial reporting and assists with end of year close of financial reporting in conjunction with the Comptroller's office.
  13. Reviews and enters purchase order requisitions; balances outstanding purchase orders at year-end against encumbrance listing and prepares various financial schedules and reports for the use of internal and external audits as directed.
  14. Assists with Sheriff's Office payroll along with various payroll queries and reports; assist in preparation of various payroll reports for the Sheriff.
  15. Attends and participates in professional group meetings; remains abreast of new trends and innovations in the field of public accounting.
  16. Assists the Comptroller's Office with all Sheriff's Office finances.

**SKILLS, KNOWLEDGE & ABILITY:**

Knowledge of Generally Accepted Accounting Principles related to Public Sector; applicable State and Federal statutes, rules, codes and regulation; principles of record keeping and records management; familiarity with financial software; beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required; familiarity with County and Sheriff's policies and procedures.

Ability to assign and prioritize multiple tasks, projects and demands; correct and update financial information records; perform mathematical calculations; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in interpreting and applying account standards and procedures, applicable Federal rules and regulation, and County and Sheriff's policies and procedures; setting priorities, planning, assigning, training and supervising the work of others; effective verbal and

written communication; establishing and maintaining effective working relations with co-workers and those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Bachelor's Degree, or equivalent, in Accounting, Finance or other closely related field, and a minimum of three (3) years progressively responsible technical accounting or auditing experience, preferably in public accounting with lead responsibility.

**LICENSES:**

Nevada Driver's License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Direct supervision of Sheriff's Office finance staff and indirect supervision of all Sheriff's Office staff in relation to financial matters.

**CONTACTS:**

Elected officials, department heads, outside agencies, the public, vendors, and others.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Coordination and vision to use keyboard and video display terminal sometimes for prolonged periods. Strength, dexterity and coordination to handle files and various documents. Occasional lifting of items weighing up to 25 pounds, such as files, stacks of paper, and other materials. Endurance and vision to drive for extended periods of time throughout the County and state.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.