



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Fiscal Analyst	Opening Date: September 11, 2023	Application Deadline: September 25, 2023	Job Posting Number: 230902
Department: Sheriff's Office	Starting Salary: \$24.52 - \$25.00 Hourly	Work Location: Bastrop, Texas	Travel: Minimal

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: This position is under the direct supervision of the Chief Fiscal Officer, this position performs complex accounting and financial management of the Sheriff's Office expenditures. Work involves maintaining expenditure balances, generating purchase orders and managing credit card usage. This position is responsible for ensuring that the purchases made by the Sheriff's Office divisions of Law Enforcement, Jail Communications and Courthouse Security, are communicated clearly to management and designated to the appropriate line items.

General Knowledge, Skills, and Abilities: Must possess knowledge of accounting or financial management; analyzes purchases contingent on line item account balances; compiles, reviews and balances vendor information into statements for disbursement; ability to maintain an open file of purchases from vendors; general office practices and procedures including the ability to type and operate a personal computer; ability to conduct business with the public and communicate with management in a professional, courteous manner; must establish and maintain effective working relationships with those contacted in the course of the job. *Applicants selected for interview will be required to pass a written aptitude test, and will be subject to a full background screening including criminal history.*

Minimum Qualifications: Two years prior experience in accounting or financial management; or an equivalent combination of education, training and experience. Must possess a high school diploma or equivalent. Must possess a valid driver's license with acceptable driving record.

Physical Requirements: Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 40 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

http://www.bastropcountytexas.gov/users/0001/forms_apps/Bastrop_County_and_Sheriffs_Office_Application.pdf. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the County. All positions requiring a degree and/or licensing require proof of degree and/or license.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at:

<http://www.co.bastrop.tx.us/site/jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Fiscal Analyst

Department: Sheriff's Office

FLSA Status: Non-Exempt

Reports To: Chief Fiscal Officer

SUMMARY: Under the direct supervision of the Chief Fiscal Officer, this position provides professional support and performs complex accounting and financial management of the Sheriff's Office expenditures. Work involves maintaining expenditure balances, generating purchase orders and managing credit card usage. This position is responsible for ensuring that the purchases made by the Sheriff's Office divisions of Law Enforcement, Jail Communications, and Courthouse Security are communicated clearly to management and designated to the appropriate line items. Generally responsible for all fiscal matters and inventory control.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Chief Fiscal Officer, with further direction and guidance from the Sheriff.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Analyzes purchases contingent on line item account balances;
2. Accepts requisitions for approved purchases and encumbers funds from the appropriate line item account;
3. Maintains an open file of purchases from vendors;
4. Compiles, reviews and balances vendor information into statements for disbursement;
5. Examines and compares prices of requisitioned items prior to purchasing;
6. Procurement of requisitioned goods and services and maintains supplies for daily use;
7. Issues credit cards for specific needs and reconciles receipts from purchases;
8. Processes rates for indigent inmate medical bills;
9. Provides exceptional customer service to County employees & the public, both in person and by phone;
10. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
11. Maintains confidentiality and security of all information and systems;
12. Performs related work or duties as assigned by supervisor.

13. Responsible for functions relating to Inventory Control, Fleet fuel account, and fixed asset management.
14. Maintains Bank account registers for Forfeitures and Commissary and other related responsibilities.
15. Track revenues and expenses to the budget.
16. Reconciles Sheriff's Office Accounts.
17. Duties as assigned.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

General principles and practices of financial management;
Applicable laws as related to the operation of the agency;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Basic auditing and accounting fundamentals;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures;
Bastrop County Sheriff's Office Policies and Procedures.
Bastrop County Purchasing Procedures

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Communicate clearly and concisely, both verbally and in writing; in person and by telephone; Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional and courteous manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Establish and maintain effective working relationships with those contacted in the course of the job; Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 40 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) years prior experience in accounting or financial management;

Education:

High school diploma or GED.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and Law Enforcement Level background clearances; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.