



HARRISON COUNTY SHERIFF'S OFFICE JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Comptroller

DIVISION: Administration

CLOSING DATE: September 7, 2018

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S OFFICE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S OFFICE DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S OFFICE Job Description

Position Title: Comptroller	Base Salary: \$ 65,000.00 Annually
Supervised By: Sheriff	

ESSENTIAL FUNCTIONS:

To fulfill the mission, goals, and objectives of the Harrison County Sheriff's Office, officers and employees must have the ability to perform a variety of duties and support functions that are essential to the positions they fill. Therefore, individuals applying for or performing the duties of Comptroller must be capable of performing all of the essential functions listed below:

- A. Speak, Write, & Read Reports; and Comprehend Other Documents & Persons;
- B. Manage Human Relations Problems;
- C. Oversee and Manage internal Finances;
- D. Supervise Employees;
- E. Organize and compose budgets, spread sheets and Payroll Projections
- F. Work with external Auditors/ County Comptroller

An applicant for the position of Comptroller within the Harrison County Sheriff's Office that cannot perform these essential tasks will not be accepted. A current employee in the position of Comptroller who is no longer able to comply with the requirements of The Harrison County Sheriff's Office will be referred to administration for appropriate action to be taken.

GENERAL DUTIES:

The Comptroller performing these duties for the Harrison County Sheriff's Office are required to conduct themselves professionally, and:

1. Maintain a clean and professional appearance while on duty;
2. Establish and maintain positive, effective working relationships with co-workers, supervisors, other agencies, and the public;
3. Attend and complete all required training and demonstrations of proficiency;
4. Abide by all lawful policies and procedures, orders, and instructions issued by superiors of the Harrison County Sheriff's Office.

SPECIFIC DUTIES:

In addition to the essential functions and general duties outlined above, the Comptroller of the Harrison County Sheriff's Office performs the following specific duties.

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Meaningful deviations from these duties require prior written or direct approval of the Sheriff or designee. A Comptroller will:

1. Be responsible for supervising the quality of accounting and financial reporting.
2. Prepare and maintain financial reports.
3. Maintain checking accounts for Divisions such as Reserve Division and B.R.A.V.E.
4. Consolidate money and maintain records of the money.
5. Perform regular budget projections for Sheriff's review.
6. Prepare yearly budget as requested by County Administrator.
7. Make regular bank deposits.
8. Manage Human Resource, Inmate Medical Billing, Purchasing and Grants personnel.
9. Transfer money between accounts as required.
10. Reconcile bank accounts and Cash bond accounts.
11. Maintain records of all financial transactions.
12. Perform all other duties as directed by the Sheriff.

CHAIN OF COMMAND:

This position reports and is accountable to the Sheriff or Chief Deputy. Annual and supplemental job performance evaluations will be completed in writing and discussed with the Comptroller performing these duties. During the review, the Comptroller will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The Comptroller may disagree with the evaluation, and provide written comments as well.

POSITION REQUIREMENTS:

All persons seeking employment as the Comptroller with the Harrison County Sheriff's Office must:

1. Be a United States citizen;
2. Have Government accounting experience
3. Be at least twenty-one [21] years of age;
4. Possess a valid Mississippi Driver License;
5. Be subject to a thorough background investigation and personal interviews by Administrative personnel;
6. Demonstrate reading and comprehension skills in the English language through interviews and written demonstration of proficiency;
7. Demonstrate honesty and integrity by successfully completing pre-employment polygraph and drug testing;

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8. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files;
9. Undergo *physical* and *psychological* assessments by licensed professionals as pre-employment protocol.
10. College degree and or CPA experience is required but other job experience and training may be considered.

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