

# OFFICE OF THE SHERIFF

Clay County, Florida

D. R. Daniels, Sheriff

Office Memorandum

## JOB NOTICE

**DATE:** April 25, 2017  
**TO:** All Members  
**FROM:** Sandra Hartley, Human Resources  
**POSITION:** Fiscal Manager  
**REPORTS TO:** Chief Financial Officer  
**STARTING SALARY:** \$54,379 – paygrade 20  
**DEADLINE TO APPLY:** May 25, 2017

*The Sheriff is posting a notice of opportunity to transfer to the position of Fiscal Manager.*

*Specific duties may include, but are not limited to:*

- Oversee the fiscal operations of the Clay County Sheriff's Office, which includes: cash receipts and disbursements, accounts payable, accounts receivables, payroll and employee benefits.
- Supervise, train and lead assigned staff
- Review and analyze general ledger accounts, bank reconciliations and fund statements on monthly basis in accordance with standard accounting procedures and regulations.
- Coordinate, monitor management of budget, grant funds / expenditures, and prepare grant evaluation reports.
- Prepare and analyze various account analysis and reports including financial statements and other management reports.
- Maintain integrity of computerized financial systems and accounting data
- Recommend and assist in implementation of various procedures, internal accounting controls, audit trail and process improvement.
- Assist in internal and external audits.
- Special projects and duties as required.

*Minimum qualifications:* Bachelor's Degree in Accounting or Finance with a minimum of 5 years of accounting work experience. Qualified candidates must have a strong working knowledge of GAAP and GASB standards and a minimum of three (3) years of accounting supervisory experience.

***Equal Employment Opportunity Employer***