

# OFFICE OF THE SHERIFF

Clay County, Florida

D. R. Daniels, Sheriff

Office Memorandum

## JOB NOTICE

**POSITION:** Accounting Analyst  
**REPORTS TO:** Fiscal Manager  
**STARTING SALARY:** \$38,624 annually, pay grade 13  
**DEADLINE TO APPLY:** June 5, 2017, 8:00 a.m.

*The Sheriff is posting a notice of opportunity to transfer to the position of Accounting Analyst.*

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

- Prepare budget analysis report
- Budget transfers & amendments
- Prepare, reconcile & analyze general ledger accounts & bank reconciliations
- Coordinate & monitor management of grant funds / expenditures & prepare grant evaluation reports
- Prepare & analyze various account analysis & reports
- Maintain computerized financial systems
- Assist in implementation of various procedures, internal accounting controls, audit trail & process improvement
- Prepare & submit reports and analysis to management
- Performs additional duties, which may be required from time to time

*Minimum qualifications:* Must have work experience and a Bachelor's degree in Accounting or Finance. Strong working knowledge of GAAP & GASB. Must pass drug test and background check.

***Equal Employment Opportunity Employer***