OFFICE OF THE SHERIFF
Clay County, Florida
Darryl Daniels Sheriff

JOB NOTICE

Date:	**October 16, 2017**
From:	**Personnel**
Position:	**Accounting Analyst**
Reports To:	**Fiscal Manager**
Starting Salary:	**$40,555 annually**
Deadline to Apply:	**October 30, 2017**

The Sheriff is posting a notice of opportunity for the position of Accounting Analyst.

Specific duties may include, but are not limited to:

- Prepare budget analysis report, budget transfers & amendments and requisition of funds to the Board of County Commissioners
- 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: Bachelor's degree in Accounting or Finance with 2-3 years of accounting experience and / or equivalent work experience with a strong working knowledge of GAAP & GASB. Must pass a drug test and background check.

If you are interested in this position, please submit your application and resume to apply@claysheriff.com by the deadline date.

Thank you.

Equal Employment Opportunity Employer

Our Community, Our County, Our Responsibility…
We're All In This Together.