

**OFFICE OF THE SHERIFF**  
**Clay County, Florida**  
**Darryl Daniels Sheriff**

**JOB NOTICE**

**Date:** October 13, 2017  
**From:** Personnel  
**Position:** Fiscal Manager  
**Reports To:** Chief Financial Officer  
**Starting Salary:** \$54,379 annually  
**Deadline to Apply:** October 25, 2017

The Sheriff is posting a notice of opportunity for the position of Fiscal Manager.

Responsibilities 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 manage 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 and 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 working knowledge of GAAP and GASB standards and have at minimum of three (3) years of supervisory experience.

If you are interested in this position, please submit your application and resume to [apply@claysheriff.com](mailto:apply@claysheriff.com) by the closing date.

Equal Employment Opportunity Employer

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