

OFFICE OF THE SHERIFF
Clay County Florida
Darryl Daniels, Sheriff

JOB NOTICE

Date: December 15, 2017
Position: Finance Controller
Reports To: Chief Financial Officer
Deadline to Apply: Open until filled

The Sheriff is posting a notice of opportunity to apply for the position of Finance Controller.

Responsibilities include, but are not limited to:

- Oversee the agency's Fiscal and Purchasing Sections, to include cash management, accounting and payroll, purchase orders, bids and contracts.
- Prepare and review financial reports / statements and account analysis.
- Assist in the preparation of budget estimates.
- Oversee / conduct agency internal audits to ensure that appropriate controls are implemented.
- Assist in external audits.
- Maintain integrity of computerized financial systems and accounting data.
- Special projects and duties as required.

Minimum qualifications: Bachelor's Degree in Accounting or Finance with a minimum of seven (7) years of finance/accounting work experience. Qualified candidates must have a strong working knowledge of GAAP and GASB standards and have a minimum of five (5) years of supervisory experience.

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

Human Resources (904)213-6040

Equal Employment Opportunity Employer

Our Community, Our County, Our Responsibility...

We're All In This Together.