

OFFICE OF THE SHERIFF
Clay County, Florida
Darryl Daniels Sheriff

JOB NOTICE

Date: April 26, 2018
From: Joe Bucci, Chief of Personnel
Position: Accounting Analyst
Reports To: Finance Controller
Starting Salary: \$40,555 annually
Deadline to Apply: May 6, 2018 – 5:00 p.m.

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. Advanced experience with the Microsoft Office Suite is required. Must pass drug test and background check.

If you are interested in this position, please submit your application and resume on line 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.