

OFFICE OF THE SHERIFF
Clay County Florida
Darryl Daniels, Sheriff

JOB NOTICE

Date: August 1, 2018
Position: Fiscal Manager
Reports To: Senior Executive of Finance and Strategic Planning
Deadline to Apply: Until Filled

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, and payroll.
- Supervise, train and manage assigned staff
- Analyze and review various 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 various account analysis and reports including financial statements and other management reports.
- Maintain integrity of computerized financial systems and accounting data
- 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 two (2) years of supervisory experience.

Compensation and benefits: The Clay County Sheriff's Office offers a competitive salary, a comprehensive benefits package including Florida Retirement System and 457 plan, and paid time off.

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

Equal Employment Opportunity Employer

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