

OFFICE OF THE SHERIFF

Clay County, Florida
Darryl Daniels, Sheriff
"Selfless service for all."

Office Memorandum

JOB NOTICE

Date: November 30, 2018
Position: Accounting Controller
Reports To: Senior Executive of Finance and Strategic Planning
Deadline to Apply: Until Filled

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

Responsibilities include, but are not limited to:

- Oversee the accounting division which includes the Fiscal and Purchasing Sections.
- Responsible for the preparation of the agency's monthly and year-end financial statements, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting variance reports, grant reporting and various special analyses.
- Provide status of financial condition to management by collecting, interpreting, and reporting financial data.
- Prepare special reports by collecting, analyzing, and summarizing information and trends.
- Assist in the preparation of budget estimates.
- Monitor and confirm financial condition by conducting agency internal audits and assisting with external audits.
- Maintain accounting staff by recruiting, selecting, mentoring, and training employees.

Minimum qualifications: Bachelor's Degree in Accounting or Finance with a minimum of ten (10) 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. Strong knowledge of Microsoft Excel.

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.