

OFFICE OF THE SHERIFF

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

Office Memorandum

JOB NOTICE

Date: November 26, 2018
Position: Finance Data Analyst
Reports To: Accounting Controller
Starting Salary: \$42,582-\$55,367.50
Deadline to Apply: Until filled

Specific duties may include, but are not limited to:

- Setup, modify and test new functionality for financial accounting software.
- Assist Information Technology with maintaining database updates, hot fixes and system upgrades.
- Facilitate accurate and thorough testing of system changes, code updates and configuration modifications.
- Maintain documentation of system setup, codes and reports.
- Assist in the development of applications to better meet the needs of accurate and detailed financial reporting.
- Prepare reports on request for information from various databases.
- Consult with members of the Finance Department for specific application needs and proper resource and design specifications.
- Additional duties as required.

Minimum qualifications: Associate Degree with course work in Financial Accounting or Database Administration. Knowledge of Windows based operating systems (Windows 7 and up), familiarity with Microsoft SQL Server, Microsoft SQL Management Studio, T-SQL statements and with reporting software such as Power BI, Crystal Reports and Jet Reports. Experience with DynamicsNAV and C/AL is a plus.

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

Thank you.