

# OFFICE OF THE SHERIFF

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

Office Memorandum

## JOB NOTICE

**Date:** February 21, 2019  
**Position:** Accounting Analyst  
**Reports To:** Finance Controller  
**Starting Salary:** \$40,555 – paygrade 14  
**Deadline to Apply:** Until filled

*The Sheriff is posting a notice of a position for an 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 completed application and resume to [apply@claysheriff.com](mailto:apply@claysheriff.com) by the deadline date.

Thank you.