

OFFICE OF THE SHERIFF

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

Office Memorandum

JOB NOTICE

Date: May 13, 2019
Position: Budget Analyst
Reports To: Accounting Controller
Starting Salary: \$40,555 – paygrade 15
Deadline to Apply: Until filled

The Sheriff is posting a notice of a position for a Budget Analyst.

Specific duties may include, but are not limited to:

- Prepare and monitor agency budget.
- Review and analyze major GL accounts throughout the fiscal year and provide side analysis to support these findings.
- Prepare the monthly budget projections and conduct quarterly budget meetings with Departments and Divisions.
- Assist various agency departments with budget and cost analysis
- Performs additional duties, which may be required from time to time

Minimum qualifications: Bachelor's degree in Accounting or Finance with 5-7 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 by the deadline date.

Thank you.