

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: May 28, 2020
Position: Fiscal Manager
Reports To: Accounting Controller
Salary: \$54,379 annually
Deadline to Apply: Open until filled

Specific duties may 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
- Other duties and special projects as may be required from time to time.

Minimum qualifications: Bachelor's Degree in Accounting or Finance with a minimum of five (5) years of accounting work experience. Qualified candidates must have a working knowledge of GAAP and GASB standards and have at minimum 3 – 5+ years of supervisory experience.

Benefits: Florida Retirement System, full suite of very affordable health/dental/vision benefits, ancillary insurance policies, college reimbursement and more!

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

This posting has been reviewed by Human Resources and found to be job related and non-discriminatory.

Our Community, Our County, Our Responsibility...
We're All In This Together
Equal Opportunity Employer & Drug Free Workplace