

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: October 23, 2019
Position: Accounting Analyst
Reports To: Fiscal Manager
Starting Salary: \$40,555 – paygrade 14
Deadline to Apply: Until Filled

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 and analyze various account analysis & reports
- Maintain computerized financial systems
- Assist in implementation of various procedures, internal accounting controls, audit trail & process improvement
- Prepare and 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.

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