

**SEMINOLE COUNTY SHERIFF'S OFFICE
JOB ANNOUNCEMENT
SENIOR FINANCIAL ANALYST**

The mission of the Seminole County Sheriff's Office is to enhance the quality of life by reducing crime and the fear of crime throughout Seminole County. Information Technology supports all of our critical operational components. Help us fulfil our mission and make our team more effective by **submitting a pre-screen questionnaire to become our Senior Financial Analyst assigned to Technology Solutions.**

This position performs technical purchasing, contract management, budget support, variance analysis, inventory & asset management, support for hardware lifecycle planning, product receipt reconsolidation, invoice review, license management and provides general administrative support. We welcome any recommendations for efficiency improvements and assistance with new product research. Reports to the Technology Solutions Director.

We offer an outstanding benefit package that you can view [here](#). **The salary for this position starts at \$38,168 - \$49,566 yearly depending on your experience. If you would like to join our team, pre-screen questionnaires are being accepted until May 16, 2017.**

Minimum Requirements:

- Bachelor's degree in Finance/Accounting or Management Information Systems
- 2 years' experience in Financial Analysis or Business Analysis.
- Experience working in a technical environment is preferred
- Excellent MS Office skills, specifically MS Word and MS Excel
- Strong analytical and problem-solving skills
- Good communication skills (verbal, written and listening)
- Ability to switch from complex to routine tasks when required

All candidates must fully complete and then submit a pre-screen questionnaire which can be secured from www.seminolesheriff.org or the Seminole County Sheriff's Office Information Desk located at 100 Eslinger Way, Sanford, Florida 32773. The pre-screen may be submitted via email to applicants@seminolesheriff.org or by hand delivering to the Information Desk.

Each applicant must have a Background Investigation Waiver (included with the pre-screener questionnaire package) notarized. Failure to have this document completed and submitted with your pre-screen questionnaire will disqualify your application. Any costs associated to the completion of this form are the responsibility of the applicant. **The Sheriff's Office does not provide notary service for this form.**

Successful applicants will be required to complete and submit an entire employment application which will be provided to the applicant by Human Resources. The applicant will then submit to a thorough background investigation, which includes, but not limited to, past employment/education verification, driver's license review, credit history, prior drug use history, arrest/conviction record, and computerized voice stress analysis (CVSA). A certified examiner administers the CVSA with questions addressing illegal drug use and general questions of honesty and criminal history. Any dishonesty or deception on the pre-screen questionnaire or employment application will disqualify your application.

The background investigation process may take 3-6 months depending upon the complexity of the applicant's background. Applicants selected for employment will be provided a conditional offer and required to submit to a medical examination with drug screening.

Candidates for employment must comply with the Body Ornamentation policy which includes tattoos, brands, intentional body/tongue piercing (not including normal piercing of the earlobe for earrings) or mutilation and dental ornamentation. "Visible" is defined as body ornamentation that is visible on the arm below the sleeve of a short sleeve or golf-style shirt or above the collar of a short sleeve or golf-style shirt. Any visible body ornamentation must be disclosed at the time of application.

Applicants who are not selected for employment will receive written notification from Human Resources, to include justification based on the following disqualifiers: negative background, failure to meet minimum qualifications as outlined in the specific job description, or any additional information discovered during the interview process. Applicants will be eligible to reapply with the Seminole County Sheriff's Office after one year from the date of notification.

Revised May 1, 2017

**Seminole County Sheriff's Office
Human Resources Division
100 Eslinger Way
Sanford FL 32773
applicants@seminolesheriff.org
407-665-6621**

The Sheriff's Office is committed to a diverse work force, is a drug free workplace and is an equal opportunity employer.