

SEMINOLE COUNTY SHERIFF'S OFFICE

SHERIFF DENNIS M. LEMMA

To enhance the quality of life by reducing crime and the fear of crime throughout Seminole County



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SEMINOLE COUNTY SHERIFF'S OFFICE JOB ANNOUNCEMENT FINANCIAL ANALYST

 [Download Pre-Screen Questionnaire](#)

The Seminole County Sheriff's Office is accepting pre-screen questionnaires for the position of FINANCIAL ANALYST. This position is assigned to the Sheriff's Office Fiscal Services Division and primary duties consist of processing, reconciling, tracking, analyzing and reporting on the organization's revenues and expenses. The starting salary for this position is \$34,694.40-\$45,968.00 depending upon the qualifications of the applicant. Pre-screen questionnaires must be submitted on or before the closing date of November 17, 2017.

Minimum Requirements :

- Knowledge of accounting practices and principles
- Must be proficient in Microsoft Office applications such as Excel and Word
- Must have the ability to maintain, organize, and produce accurate and detailed accounting records, reconciliations, financial reports and statements
- Must have the ability to organize work and complete assignments with minimal supervision
- Must demonstrate strong verbal and written communication skills
- Must have a Bachelor's Degree in Accounting or a closely related field and 2 years' experience as an accountant or in a related position; or an equivalent combination of related accounting training and accounting experience.

All candidates must fully complete and submit a pre-screen questionnaire. The pre-screen questionnaire may be submitted via email to cmcinroe@seminolesheriff.org or by hand delivering to the Information Desk.

Each applicant must have a Background Investigation Waiver (included with the pre-screen questionnaire) notarized. Failure to include this notarized waiver 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 license review, credit history, prior drug use history, arrest/conviction record, and computerized voice stress analysis (CVSA) testing. 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 not selected for employment will receive 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.

Please direct any questions to:

Seminole County Sheriff's Office
Human Resources Division
100 Eslinger Way
Sanford FL 32773
cmcinroe@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.



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