

The Clay County Sheriff's Office has an opening for an Accounting Analyst.

Responsibilities 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 & analyze various account analysis & reports
- ❖ Maintain computerized financial systems
- ❖ Assist in implementation of various procedures, internal accounting controls, audit trail & process improvement
- ❖ Prepare & submit reports and analysis to management
- ❖ Perform 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. Must pass drug test and background check.

Florida State Retirement and excellent benefits to include: annual leave, paid holidays, sick leave, health, dental, vision and life insurance, college tuition program. EOE / drug-free workplace.

For application: <https://www.claysheriff.com/departments/employment/>

Clay County Sheriff's Office  
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(904) 213-6040  
[www.claysheriff.com](http://www.claysheriff.com)