SENIOR ACCOUNTANT III

SALARY: $17.34/HR–$22.20/HR

Regular, full-time position working day shift, Monday through Friday, evenings and weekends as necessary, based on agency needs. Under the general direction of the Financial Services Director, this is a responsible, technical, and professional position with responsibilities related to the overall administration of the financial accounting and reporting functions of the Citrus County Sheriff’s Office.

Duties include performing a variety of complex tasks involving oversight of payroll and accounts payable functions; review of purchase orders and other expenditure items; assisting with developing and monitoring of the Sheriff’s Office personnel and operating budget; reviewing accounting staff work, forecasting fiscal availabilities, providing management analysis and technical assistance to the Financial Services Director, monitoring grants and contracts for fiscal compliance and billing and heavily involved in year-end audit; assistance with financial statements.

QUALIFICATIONS: Associate degree in Accounting or Finance required, along with three years' work experience in governmental financial administration, a large business or closely related field. Bachelor’s degree preferred. Complete familiarity and skill in the use of Microsoft Office programs including Excel and PowerPoint and other software programs used in modern accounting practices. Knowledge of public sector budgetary development principles and practices.

REQUIREMENTS

- Must be a U.S. Citizen or resident alien.
- Must have the ability to think and act quickly, calmly, and appropriately in emergency situations.
- Must not have tattoos on your hands, neck, or face.
- Must not have used, tried, experimented, or possessed ANY illegal controlled substance in the past 12 months.
- Must not have used, tried, experimented, or possessed ANY illegal controlled substance classified as a schedule I or II substance (excluding marijuana) in the last 5 years.
- Must successfully complete a background investigation including drug testing.

EMPLOYER PAID BENEFITS

- Florida Retirement (special risk available)
- Life Insurance (1x salary)
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Education Salary Incentive
- Tuition Reimbursement
- Vacation and Sick Leave
- Eleven Paid Holidays

Send applications to the following address:
Human Resource Division
Citrus County Sheriff’s Office
1 Dr. Martin Luther King Jr. Ave.
Inverness, FL 34450

Contact Human Resources (352) 341-7406 for more information
On-line employment applications are available at www.sheriffcitrus.org
Equal Opportunity Employer MF/D/V
Drug-Free Workplace

“All hires, transfers, and promotions in the Citrus County Sheriff’s Office are made without regard to race, color, national origin, sex, age, disability, marital status, religion, genetic information, or any other legally protected status.”