ACCOUNTS PAYABLE ANALYST
Salary Range: $13.73/HR–$17.31/HR

Regular, full time position working day shift, Monday through Friday and as required based on the needs of the agency. This position involves accounts payable processing, maintaining accounting ledgers by verifying and posting account transactions, scheduling and preparing checks, creating purchase orders and resolving purchase orders, invoice, or payment discrepancies and documentation. Position also includes maintaining federal and state grant files, creating and processing journal entries.

QUALIFICATIONS: Two years office experience in accounting or related field with experience in high volume accounts payable processing preferred. Proficiency in use of Microsoft software applications including high level of expertise in Excel. Experience in purchase order driven accounts payable processing, manage agency credit cards, maintain accounting information, process purchase orders, liaison with other departments, and grant management.

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.

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.”