

Open Position Announcement

Application Close Date: Open until filled



SUWANNEE COUNTY SHERIFF'S OFFICE

Finance Manager

CONTACT HUMAN RESOURCES

PHONE:
386-364-3445

WEBSITE:
Suwanneesherriff.com

EMAIL:
Michele.Emmons@suwanneesherriff.com

The Suwannee County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. A complete, detailed job description for this position is available in the Suwannee County Sheriff's Office Human Resource office.

Position Title: Finance Manager

Salary: \$48,000 to \$53,000 (salary based on experience)

Description of Position:

The Finance Manager serves as the principal operational & supervisory support to the Finance Director & functions as the second-in-command within the Finance Department. This position is responsible for managing daily financial operations, supporting strategic financial initiatives, & ensuring continuity, compliance, & internal control across all financial functions of the Sheriff's Office. The Finance Manager acts on behalf of the Finance Director, when delegated, provides leadership continuity, & supports all operational, administrative, and emergency-related financial activities of the agency.

Qualifications:

- 1) *Be at least 18 years of age *Have a Valid Driver's License *Not have been convicted of a felony or misdemeanor involving perjury or false statement *Never received a dishonorable discharge from any of the Armed Forces of the United States *Be of good moral character *Ability to pass a background investigation and drug screening * Graduation from an accredited college or university with a bachelor's degree in accounting or business administration or professional experience as described above can substitute on a year-for-year basis for the required college education *Minimum of three (3) years of accounting experience with an emphasis on accounts payable and cash management.*Fixed Assets, payroll and tax reporting experience preferred.

Equal Employment Opportunity Employer

The Suwannee County Sheriff's Office is an equal opportunity employer and a drug free workplace. Our Agency values the service of veterans to our country, supports recruitment of veterans, and veteran's preference will be given in accordance with Chapter 295 of the Florida Statutes for those who meet the minimum requirements of the position.