



COLUMBIA COUNTY SHERIFF'S OFFICE
OPEN POSITION ANNOUNCEMENT
APPLICATION CLOSE DATE – OPEN UNTIL FILLED



The Columbia County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. As a condition of employment, employees are required to participate in the payroll direct deposit program. A complete, detailed job description for this position is available in the Columbia County Sheriff's Office Human Resources Division.

POSITION TITLE:	FISCAL SPECIALIST (NON-SWORN POSITION)
HOURS:	Mon – Fri 8:00 AM to 5:00 PM
SALARY:	\$48,000.00 Annually / \$1846.15 Bi-Weekly
DESCRIPTION:	A responsible position primarily performing complex or complicated functions related to finance. This position assists the Finance Director in maintaining accurate accounting records of agency fiscal activities. Prepares detailed account analysis work, under the direction of the Finance Director. Assist the Finance Director in various financial capacities which include payroll processing, contract and grant administration, cash flow analysis, reporting, spreadsheet development and maintenance, internal audit functions, and/or state or federal reimbursement recordkeeping and/or reporting. Assists in the maintenance of records on Fixed Assets to include the additions, deletions, and depreciation which agree with the General Ledger records.
REQUIREMENTS:	To submit an application: <ul style="list-style-type: none">• Graduation from high school or possession of a GED Certificate; and• Completion of 60 accredited college semester units with major course work in accounting, business, or a related field. (Relevant experience in technical accounting, financial management, or detailed account analysis may substitute for the required education on a year-for-year basis.)• Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.• No illegal drug sale within lifetime.• No illegal drug use within the past 36 months.• No felony convictions within lifetime• No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.• Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.• Successful completion of a criminal background investigation including voice stress analysis, reference/employment/neighborhood checks, and medical evaluation.

SELECTION:	Selected applicants will be scheduled for an oral interview and may be administered a skills verification test with representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation.
DEADLINE:	Position will remain open until filled. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at www.columbiasheriff.org . (Applications that are incomplete, missing information or faxed will not be accepted).
CONTACT INFO:	Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130

EQUAL EMPLOYMENT OPPORTUNITY