



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

"An honor to serve, a duty to protect."

OPEN POSITION ANNOUNCEMENT

Job Title:	Business Services Director	Posting Date:	OPEN
Division:	Office of the Sheriff	Supervisor:	Chief of Staff
Shift:	8 Hour Shifts (may include Weekends, Evenings & Holidays)	Salary:	Starting at \$94,253.90

DUTIES AND RESPONSIBILITIES:

The Business Services Director will direct and oversee the financial activities of the Flagler County Sheriff's Office, direct the preparation of current financial reports and summaries, and create forecasts predicting future growth.

- Oversees Finance Section, budget preparation, and audit functions.
- Works with other department heads to monitor each department and make recommendations.
- Directs the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports;
- Develops and compiles data for financial reports;
- Prepares revenue forecasts;
- Prepares schedules, analyze financial data, control budgets and other specialized reports;
- Reviews planning process and suggests improvements to current methods;
- Analyzes operations to identify areas in need of reorganization, downsizing, or elimination;
- Works with the Sheriff and other executives to coordinate planning and establish priorities for the planning process;
- Studies long-range economic trends and projects their impact on Agency;
- Prepares and administers agency grants and trust funds;
- Performs other duties as assigned.

MINIMUM SELECTION CRITERIA:

- Graduation from a regionally accredited college or university with a Bachelor's Degree in Business Administration, Accounting or Finance (Master's Degree in same fields, preferred);
- Certified Public Accountant designation, preferred;
- Eight (8) to ten (10) years of experience in financial management;
- A combination of Certifications and experience will be considered
- Must have a valid Florida driver's license.

HOW TO APPLY:

Interested and qualified applicants should download the [application](#) from <http://www.flaglersheriff.com/join-fcso/application> and submit the completed [application](#) to careers@flaglersheriff.com.

If more information is required, please contact Human Resources at 386-586-4822

The Flagler County Sheriff's Office is committed to providing its citizens with a diverse, competent, trained, and professional workforce by hiring highly qualified candidates. The FCSO is an Equal Opportunity Employer and strives to reflect the diversity found in the community we serve.