

Job Posting for Accounts Payable Specialist

The Leon County Sheriff's Office is accepting applications for Accounts Payable Specialist in our Fiscal Services Division. The position will be primarily responsible for general support tasks in Fiscal Services including **Accounts Payable functions**. The starting salary range for the position will be \$34,589 - \$43,236, depending upon qualifications.

The position will have the following minimum qualifications:

- **High School Diploma or GED required; BA/BS in Finance/Accounting or related field preferred; and**
- **At least two (2) years of work experience in an accounting, financial or professional office environment required; and**
- **Proficiency in Microsoft Excel required; and**
- **Experience in general bookkeeping and related financial software preferred.**

Candidates who meet the above minimum qualifications may submit a LCSO application no later than **July 27, 2017 at 5:00pm**. Applications can be obtained at 2825 Municipal Way, Tallahassee FL 32304 or on our website at www.leoncountysos.com.