



Tommy Ford
Sheriff

BAY COUNTY SHERIFF'S OFFICE

JAIL FACILITY

5700 Star Lane, Panama City, Florida 32404

Jail: (850) 785-5245 Fax: (850) 769-7376



POSITION VACANCY ANNOUNCEMENT

POSITION: BUSINESS MANAGER

SELECTION PROCESS MONITOR #: 23-008J

POSITION VACANCY

The Bay County Sheriff's Office Jail Facility is currently accepting applications for a Business Manager. Work location will be at the Bay County Sheriff's Office Jail Facility, 5700 Star Lane, Panama City, Florida. Base compensation for this position is \$52,200 and up depending on experience and qualifications.

BENEFITS

Retirement through Florida Retirement System. Free \$150,000 intentional act death, and \$10,000 occupational accidental death insurance. Eighty-eight hours of paid holiday leave per year. Ninety-six hours of paid sick leave per year with a sick leave incentive of no use of sick leave in a calendar year earns an extra sixteen hours of vacation leave. Ninety-six hours of paid vacation leave per year. Up to 240 paid military hours per year. Offer major medical, dental and vision coverages (including family). Optional cafeteria (tax) plan. Optional additional insurance coverage. Affiliation with Tyndall Federal Credit Union and various banks. Covered under Career Protection Act.

ILLUSTRATIVE DUTIES

The Business Manager effectively supervises and coordinates all aspects of the facility business office within the financial and operational guidelines of agency. Assist in preparation and review of financial statements, variance analysis, forecast of revenues and expenses, annual budgets, and periodic ad hoc analysis. Supervises and coordinates activities of assigned personnel engaged in calculating, posting, and verifying data for use in maintaining accounting, statistical and other records. Supports the agency and division in all financial and operational matters related to the activities of the facility. Implements and monitors internal accounting and operational controls at the facility.

MINIMUM QUALIFICATIONS

A valid Florida driver's license is required. Must demonstrate a knowledge of accounting principles; Microsoft Word; Microsoft Excel; principles and practices of supervision, training, and management. Graduate from an accredited college or university with a bachelor's degree in business and/or public administration, accounting, or another acceptable related field.

RESPONSE

Individuals interested in this position are required to submit the following: (1) A Bay County Sheriff's Office Application (available through the Sheriff's Office, Bay County Jail, or at <http://www.bayso.org>). (2) Must complete and include all documentation requested within the application. Those individuals with applications on file must update and resubmit it. All applications shall be submitted to the Jail Division Personnel Office.

ADDITIONAL INQUIRY

Any questions regarding this VACANCY ANNOUNCEMENT should be sent to the Jail Division Personnel Office, at **(850) 215-5599 or 215-5097**.

THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE