

The City of Riceboro is recruiting for the following Part-time Position:

Senior Financial Administrator: Responsible to the Mayor for maintaining the City's financial system, and for analyzing and generating required financial reports. Major duties include but not limited to the following: Responsible for all in-house accounting for the city, including maintaining all financial records for the City's General Funds, Enterprise Funds, Capital Project Funds and Special Revenue Funds.

Assist with the development of the annual City budget which includes revenues and expenditures.

Manage procurement activity by developing and implementing policies and procedures. Position requires minimum two years of post-secondary education in finance or accounting and bookkeeping or equivalent work experience in a financial organization, must be proficient in Excel, Microsoft Word, Quick Book, and Power Point.

Deadline to submit Application and Resume is March 18, 2022.

Applications available : March 10, 2022

Applications will be available at City Hall, on the city's website: cityofriceboro.org.

References are required. Information can be mailed to: City of Riceboro, P.O. Box 269, Riceboro, GA 31323. If you would like to pick up an application from City Hall, we're located at 4614 S. Coastal Hwy., Riceboro, GA. 31323.

NO PHONE CALLS.

The City of Riceboro is an equal opportunity employer.