

The City of Riceboro is recruiting for the following Full-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 February 9, 2024.

Applications will be available at City Hall beginning Monday, February 5 through Friday, February 9, 2024 from 8:30 a.m. to 4:00 p.m. Applications can also be downloaded from the city's website: cityofriceboro.org

References and a Resume along with a background check are required. 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 PLEASE.

The City of Riceboro is an equal opportunity employer.

Note: Please place ad in the Help Wanted Section with a border.
Date for publication, Thursday, February 1, 2024.

Questions, please call City Hall at 912-884-2986.

Thanks

Malinda McIver

City Clerk