

# CITY OF BOWLING GREEN

## ACCOUNTING & FINANCE ADMINISTRATOR

The City of Bowling Green is accepting applications for a full-time Accounting & Finance Administrator.

The Accounting & Finance Administrator performs highly responsible professional, technical, and administrative work in managing the financial operations of the City. **This position is responsible for accounting, payroll, budget support, revenue tracking, financial reporting and internal control functions.** Work requires strong attention to detail, confidentiality, initiative, and the ability to work independently in a small-staff environment.

### **Minimum Qualifications:**

High School Diploma or GED required.

Associate's or Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.

Three (3) to five (5) years of accounting or municipal finance experience preferred

Experience in small-government or nonprofit accounting is highly desirable.

Applications may be obtained at City Hall, 104 E. Main Street, Bowling Green, FL, 33834 or on the city website.

Position open until filled.

The City of Bowling Green is an Equal Opportunity Employer