

**CITY OF BOWIE**  
**Accounting Technician**  
**Finance Department**

**ACCOUNTING TECHNICIAN:** Performs complex and specialized accounting and clerical work in the Finance Department. Assume independent responsibility for performing a variety of accounting and clerical functions in one of the following specific areas: cashier, water and sewer billing, payroll, general/reconciliation, accounts payable. When needed, will substitute in one or more of the other functional areas in the department. These functions require considerable knowledge of accounting and fiscal operations and procedures as they apply to the City's financial operating system.

**QUALIFICATIONS:**

- High School diploma or equivalent
- 2 years' experience in one or more of the function areas: cashier, accounts receivable, payroll, general accounting, and accounts payable or utility billing.

***\*COVID-19 vaccination required in order to qualify for this position.***

**SALARY: \$21.47 PER HOUR**

**Employee Benefits: Excellent medical, dental, vision, life and long-term care insurance; 401(k) with employer match; 457 savings plan; telework opportunity available.**

**HOW TO APPLY:** Please apply online on the City of Bowie website at: [www.cityofbowie.org](http://www.cityofbowie.org). Applicants are required to complete City of Bowie application

**APPLICATION DEADLINE: FRIDAY, November 11, 2022**

*The City of Bowie is a drug and alcohol testing employer. EOE*