

CITY OF BOWIE
Part-Time 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 the following areas: cashier, water and sewer billing, payroll, general/reconciliation, accounts payable. When needed, the successful candidate 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. This schedule for this position typically includes 20-25 hours per week.

QUALIFICATIONS:

- High School diploma or equivalent
- Knowledge or experience in accounting clerical procedures
- Familiarity with office equipment and procedures

SALARY: \$22.45/Hour

HOW TO APPLY: Please visit the city's website at: www.cityofbowie.org and click on the employment link. COVID-19 vaccination preferred.

APPLICATION DEADLINE: FRIDAY, DECEMBER 6, 2024

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