



## **CITY OF RIO COMMUNITIES JOB ANNOUNCEMENT**

The City of Rio Communities is seeking a full time Finance Officer. This person will require limited supervision and shall be responsible for the proper and efficient administration of the office of City Finance. The Finance Officer's direct supervisor is the City Manager.

Work is performed under the direct supervision of the City Manager. Independence of action is stressed in general performance of duties. The Finance Officer serves at the pleasure of the City Manager and shall be subject to the terms of the City of Rio Communities Personnel Policy.

Minimum qualifications include a bachelor's degree in accounting, Finance or Business Administration; (3-5) years municipal/government accounting experience, knowledge of accounting software, basic office skills, either by virtue of education, training, or experience or a combination thereof in education, training and experience in other fields allied to municipal financial administration. Experience with Incode 10 is preferred but not required. Previous work with a municipality is highly beneficial.

The candidate must be able to pass a drug screen, background check and credit check.

Salary is negotiable, depending on qualifications. This position is FLSA Exempt. The City of Rio Communities is an Equal Opportunity Employer.