



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 09/25/17

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109th avenue, Sweetwater, FL 33174

PURCHASING AGENT – POSITION # 1111 – FULL-TIME

Applications will be considered on a first-come, first served bases. Deadline for accepting applications: Until Filled

The Purchasing Agent reports to the Finance Director. The Purchasing Agent is responsible for receipt of all monies coming into the City and posting into proper accounts. Performing all accounting procedures necessary to ensure proper balancing and compliance with State regulations. Prepares and submits financial transmittals to the Finance Director showing proper distribution of funds among accounts. Assists department in accounting and processing procedures and practices. Responsible for monitoring data processing procedures related to the accounting system and coordinating such activity with staff.

Minimum Qualifications and Requirements

A bachelors degree in Finance, Business Administration, Accounting or related field

Three to Five years in bookkeeping and accounting principles

Must be fluent in English and Spanish

Ability to perform detailed work involving written and number data

Perform arithmetic calculations rapidly and accurately

Knowledge in computerized financial system process, practices, and procedures

City of Sweetwater. Human Resources

500 SW 109th Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>