



JOB ADVERTISEMENT
Neighborhood Services/ Finance
Administrative and Finance Services

Exempt Salary: \$40,000-\$55,000

Full-Time

Closing Date: May 3, 2026

The City of South Bay is accepting applications for the position of Administrative and Finance Services. This position is responsible for providing administrative, customer service, permitting, and financial support functions for the City of South Bay. This position serves as the primary point of contact for residents, contractors, and visitors at City Hall, and assists with building permitting, inspection coordination, licensing, and regulatory compliance within the Neighborhood Service Department. High School Diploma or GED required, associate's degree in public administration, Business, Accounting, Finance, or related field preferred. You must have a valid Driver License. This position is full-time with benefit package.

Applications will be accepted until May 3, 2026.

**Apply at the City Hall, 335 S.W. 2nd Avenue, South Bay, FL
33493 or visit our website www.southbaycity.com**

**For additional information please call the Human Resources Office at
(561) 996-6751ext. 114 or Fax (561) 996-7950.**