

WEBSITE

START: 02.20.2026

END: 03.06.2026

THE TOWN OF HILLIARD is seeking a highly motivated, qualified individual to serve as full time Grants & Capital Projects Administrator to perform difficult and specialized financial work under the general direction of the Town Clerk.

Position requires background in grants and capital projects, related reporting and document tracking and approval, accounts payable, capital budget tracking, fixed assets, purchasing requisitions, strong computer skills, ability to proofread and edit, experience with records management in accordance with the law, effective oral and written communication skills, ability to complete assignments within stringent deadlines, excellent follow-up skills, knowledge of Public Information and Records Laws, and can take on additional municipal duties as required.

High School Diploma required, bachelor's degree in public service, accounting, finance, business, or related field preferred and at the least four years of progressively responsible financial support experience, preferably in a municipal environment. An equivalent combination of education and experience to successfully perform the essential functions of the job will be considered.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace. Post-offer physical required. Applications and a complete position description may be picked up at Town Hall located at 15859 West County Road 108, Hilliard, Florida from 9am until 5pm Monday through Friday, or printed from the Town's website www.townofhilliard.com. Applications with resumes will be accepted until the position is filled.