

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Accountant I

SALARY RANGE: TPOAM Grade I Pay Range: \$43,529 - \$53,578;
Excellent benefit package, including medical, dental, vision, retirement; holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Record and reconcile Non-Pension investments.
- Uses dedicated financial software system, tests new versions and makes necessary changes.
- Maintain capitalized assets.
- Prepare monthly reports.
- Examine for accuracy and reconcile to account records Grant Reports prepared by other City departments.
- Monthly and annual closing functions as well as Year-End audit responsibilities.
- Monthly and annual State and Local tax returns.
- Special Assessment accounting.
- Provide research for the Fiscal Services Department.
- Special projects and other duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Bachelor's degree in Accounting or related field or equivalent work experience, with working knowledge of Fund Accounting.
- One year recent work experience in accounting, or related field; municipal experience is a plus.
- Courtesy and positive attitude in dealing with the public and co-workers; good judgment in handling questions and referring problems to supervisors.
- Problem solving and organizational skills and the ability to work well under deadline pressure.
- Advanced proficiency in Microsoft Excel software, capable of producing ad-hoc reports for various calculations.
- Must successfully complete the skills test and/or Excel proficiency test.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, a skills test, and an oral board interview. A background investigation is performed on the selected candidate. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

Upon satisfying required tenure requirements, passing probation, and gaining sufficient expertise and independence in performing required duties, an employee may be eligible for consideration for reclassified to the next level in the Accountant job family.

APPLY AT: City of Southfield, Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

Complete application package may be downloaded from the City's website at www.cityofsouthfield.com
City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 P.M.

April 26, 2019

Current TPOAM members who wish to be considered for this position must apply by 10:00 A.M. April 8, 2019

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: March 27, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.