

**CITY OF SOUTHFIELD  
JOB OPPORTUNITY ANNOUNCEMENT**

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

---

**JOB TITLE:** Accounting Services Aide – Facilities Maintenance

**SALARY RANGE:** TPOAM Grade F Pay Range: \$36,301 - \$44,680; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more

**REPRESENTATIVE JOB DUTIES:**

- Performs accounting functions for the Facilities Maintenance Department, including preparation of payroll submissions for all full-time, part-time, and seasonal staff; monitoring budget expenditures, entering data, prepares Purchase Orders and Purchase Order Payments; makes projections and prevents overages by making necessary fund adjustments as recommended or instructed.
- Administer the Job Costing system for the Public Works projects, involving entry and verification of a large volume of data; monitoring the accuracy and status of programs, projects, and costs, and producing a variety of financial reports.
- Performs accounting duties for Special Projects and/or Events, including coding costs, preparing summary reports, recommending budget line adjustments, preparing invoices and account transfers, and interfacing with the Accounting Department in the resolution of questions or difficulties
- Prepares proper documentation for the PW budget and generates reports for future tracking
- Performs necessary clerical support duties: reports, telephones; creating and maintaining files, etc.
- Performs other related duties as assigned.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD:**

- Must be a High School graduate or equivalent; college classes in accounting or bookkeeping a plus.
- Must have a minimum of 3 years recent full-time experience that includes accounting/bookkeeping functions performing financial and administrative duties using PC based software.
- Have capacity to learn financial software system. (Lucity and Eden) within probationary period.
- Proficiency in Microsoft Excel software. Capable of producing ad-hoc reports for various calculations.
- Courteous and positive attitude in dealing with the public and co-workers; good judgment in handling questions and referring problems to supervisors.
- Must possess the ability to perform high volume, multi-task duties during peak periods/projects in an accurate and timely manner.
- Significant problem solving and organizational skills and the ability to work well under deadline pressure.
- Must successfully complete the skills test battery including 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. 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.

**APPLY AT:** City of Southfield, Human Resources Department  
Complete application package may be downloaded from the City's website at  
[www.cityofsouthfield.com](http://www.cityofsouthfield.com)

**City of Southfield application packets must be received in the Human Resources Dept no later than 5:00 p.m.**

**Friday, March 1, 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, DRUG FREE WORKPLACE

**DATED** vr: February 7, 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](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.