

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

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

JOB CLASSIFICATION: Account Clerk I – Parks & Recreation

SALARY RANGE: TPOAM Grade D: \$32,618 - \$41,379

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

This position is responsible for performing basic accounting and bookkeeping work, along with related administrative clerical support service specific to the Parks & Facilities and Golf Divisions.

- Account for cash revenues; maintain files, type petty cash vouchers, track account balances, and prepare reports.
- Prepare and submit bi-weekly payroll for career and non-career staff.
- Facilitates documentation process and paperwork for new hires.
- Prepare purchase orders and invoices; Monitor the budget for each account with actual spending.
- Learn to analyze and compare prior year's expenses to support present budgeting process; prepare Division annual budget, track revenues and expenses.
- Provide additional clerical support to other Divisions.
- Screen and direct phone calls, letters, and/or customers, answer routine questions and furnish information as needed.
- Organize and file all cemetery documents; communicate with the City Clerk's Office, funeral homes and deed owners of cemetery plots.
- Assist in general administrative duties including answering phones, filing and sorting and distributing mail.
- Other related duties as assigned.

JOB REQUIREMENTS AS DETERMINED BY THE CITY OF SOUTHFIELD

- High school graduate or equivalent; college classes in accounting or bookkeeping a plus.
- One (1) year full time related office experience, primarily performing accounting/bookkeeping duties.
- Knowledge of Microsoft Office, specifically Word and Excel; Knowledge of Eden or similar payroll/accounting software; Proven English, math and calculator skills required.
- Courtesy and positive attitude in dealing with the public and co-workers; good judgment in handling questions and referring problems to supervisors.
- Ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner.
- Significant problem solving and organizational skills and the ability to work well under deadline pressure.
- Must successfully complete (or have previously completed) the clerical skills battery which may include filing, Vendor (Data Entry), and Business Math.

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.

This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.

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

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

Current TPOAM members who wish to be considered for this position must apply by 5:00 P.M. August 14, 2020

Upon gaining proficiency and increased independence in job responsibilities, gaining working knowledge of relevant Division operations, and minimum one year in position, employee may be eligible for consideration for reclassification to Account Clerk II.

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

JS August 3, 2020



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 hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.