

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: ASSISTANT DIRECTOR – PUBLIC UTILITIES ADMINISTRATION - EXTERNAL**

**General Summary:** Under the general supervision of the Director of Finance, performs complex accounting activities for the Engineering Department, Department of Public Works (including DPW, Water and Wastewater Treatment Plant divisions). Accounting activities involve high level of responsibility associated with budgeting, internal audit program implementation, departmental payroll, receivables and payables, disbursements, construction cost accounts, field operations and maintenance programs, facility and property accounts, and a variety of federal, state and other programs and grants. Receives direction as needed from the Assistant Director of Finance, Director of Public Works, and City Engineer. Supervises public utilities clerks and other staff.

**Physical Demands:** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting, where the noise level is quiet. Some mobility required to travel between two offices in adjacent facilities.

**Eligibility Requirements:**

A Bachelor's degree in accounting or finance. A minimum of five (5) years of experience in public utilities administration, including experience in accounting procedures and budget preparation, or the equivalent combination of job-related education and experience. Certifications in government accounting programs and functions desirable. Considerable knowledge of municipal accounting procedures, cost accounting and general ledger maintenance. Knowledge of the methods and approaches to administrative management, including personnel supervision. At least two (2) years of successful experience supervising staff in the performance of accounting-related duties. Knowledge of federal and state grant programs and related accounting requirements. Skill in use of general office equipment, including computers and related software, specialized financial systems and databases. Ability to perform mathematical computations with speed and accuracy.

**Grade 14/Salary \$61,585 – \$86,171**

**Benefit Package, including:**

- Paid vacation, sick leave, personal days and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

**Date Posted: August 22, 2017**

**Application Deadline: Until position is filled**

**To Apply:**

- Job applications can be obtained from the Human Resources Division or downloaded from [www.cityofjackson.org](http://www.cityofjackson.org)
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax, email: [apply@cityofjackson.org](mailto:apply@cityofjackson.org), or by mail at:

**City of Jackson**  
**Human Resources Division**  
**161 W. Michigan Ave.**  
**Jackson, MI 49201**

**\*\* EQUAL OPPORTUNITY EMPLOYER \*\***