

NOTICE TO LOCAL #1300 EMPLOYEES

SUBJECT: VACANCY

Pursuant to Article VII, Section 2 and 3 of the 2002-2006 Collective Bargaining Agreement between Public Service Employees Local #1300 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a new job. Consequently, applications for the position of **DEPUTY CONTROLLER**, Department of Audit and Control, Office of Audit and Control will be accepted in the Bureau of Human Resources from November 29, 2006 through December 5, 2006. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. **RATE OF COMPENSATION:**
 - a. The 2006 salary range for this position is \$47,902.00 to \$56,355.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1300.
2. **HOURS OF WORK:**
 - a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.
3. **DUTIES:**
 - a. Auditing the control process of the City of Wilkes-Barre, including general auditing of the fiscal affairs in all Offices and Departments of the City.
 - b. Planning and directing the work of the employees in the Controller's Office.
 - c. Preparing a comprehensive annual financial report of all the funds of the City of Wilkes-Barre including but not limited to: monthly financial status reports, trial balances, general journal, general ledger and payable lists, balance sheets, and payroll reports.
 - d. Analysis of bank statements, savings account statements, and various other financial statements in order to complete the financial report for the general fund and the special funds of the City of Wilkes-Barre.
 - e. Preparing of all government reporting forms.
 - f. Assisting the Controller as directed.
 - g. Typing, filing, and other clerical duties.
 - h. Other related duties, as assigned.
 - i. Maintain confidentiality of all materials/information.

j. Other related duties as assigned.

4. QUALIFICATIONS:

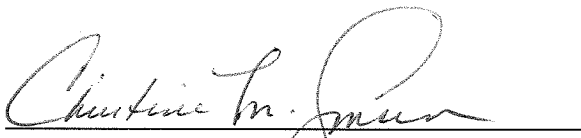
- a. Certified Public Accountant or a Bachelor's Degree from an accredited college or university in accounting.
- b. Extensive experience in the field of government and finance.
- c. Thorough knowledge of computer technology including Great Plains or other financial software, Microsoft EXCEL and WORD.
- d. Experience in auditing procedures including familiarity with financial reports, trial balance, general journal, balance sheets, and payroll reports.
- e. Familiarity with financial reports, trial balances, and balance sheets.
- f. Ability to deal effectively and courteously with associates and the public.
- g. Must possess excellent written and oral communication skills.
- h. Experience in clerical and office work.
- i. Ability to maintain confidentiality with all information.
- j. Ability to work with minimal supervision.
- k. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Sedentary position which requires occasional standing, climbing, walking, bending, and stooping.
- b. Position requires work within an office environment with little exposure to the outside elements.

6. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.



Christine M. Jensen, SPHR
Director of Human Resources
November 29, 2006

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.