

NOTICE TO LOCAL # 1310 EMPLOYEES

SUBJECT: NEW POSITION

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local # 1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a new position. Consequently, applications for the position of **FINANCE OFFICER FOR REVENUE/PAYROLL/PENSION**, Department of Financial Administration, will be accepted in the Office of Human Resources from **February 1, 2012 through February 7, 2012**. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Melissa Popson, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

1. **RATE OF COMPENSATION:**
The 2012 salary for this position is \$44,827
2. **HOURS OF WORK:**
9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.
3. **DUTIES:** This position assists the Finance Director in all revenue and payroll responsibilities for the City of Wilkes-Barre.

SEE ATTACHED JOB DESCRIPTION

4. **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Minimum Requirements are a Bachelor's Degree in finance, accounting or business administration **AND** one (1) year of accounting and/or budgetary experience.

OR

Any equivalent combination of experience and training.

- Knowledge of the principles and practices of public fiscal administration.
- Knowledge of accounting principles and procedures.
- Knowledge of the principles and practices of auditing and cost accounting.
- Knowledge of the capabilities of electronic and automatic data processing as it relates to fiscal operations.
- Knowledge of modern office management methods.
- Ability to identify and analyze trends, and provide fiscal and budgetary forecasts.

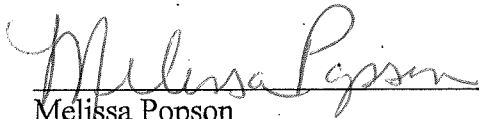
- Ability to plan, assign, review and supervise the work of a staff of professional, technical and clerical employees.
- Ability to evaluate staff and program effectiveness.
- Ability to establish and maintain effective working relationships with city, county, state and federal officials, public or private administrators, subordinates and associates.
- Ability to express ideas effectively, both orally and in writing.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Physical demands are based on a 7 ½ hour work day and dependent upon situations encountered during any given work day.

6. OTHER

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.



Melissa Popson
Director of Human Resources
February 1, 2012

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL # 1310 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.

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