



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2000
DETROIT, MI 48226

OPEN COMPETITIVE

Please read entire document before starting your application

Job Category: Finance and Treasury

Title: Accountant

Minimum Salary: \$52,924

Open Date: April 16, 2015

Recruitment Unit: Financial Operations

Vacancies: 6

Maximum Salary: \$104,840

Close Date: Open Until Filled

GENERAL SUMMARY:

The Accountant performs basic to advanced accounting and financial analysis. Work is performed in a team environment.

REQUIRED EDUCATION AND EXPERIENCE (position requirements at entry)

- Bachelor's degree with specialization in accounting or finance
- One (1) year of experience in responsible accounting work, preferably in municipal or public utility accounting
- CPA preferred
- Meet all of the requirements to advance to Accountant Level 2 within two (2) years from date of hire if applicable

ESSENTIAL JOB FUNCTIONS

(Illustrative only, may not include all of the duties listed nor do the listed examples include all of the tasks that may be performed)

- Prepare financial and budget reports
- Compile, analyze and reconcile financial transactions to ensure integrity of data in the general and subsidiary ledgers
- Apply and interpret theory, concepts, practices and applicable laws
- Develop, recommend, and implement departmental policies and procedures
- Follow security and safety policies and procedures in carrying out work duties
- A valid Michigan Driver's license and the ability to drive a motor vehicle on all terrain
- Provide on the job training

RELATED JOB FUNCTIONS:

- Advise internal customers on budget, finance, and accounting matters
- Create reports for consumption by external customers
- Perform related work duties as assigned

SUPERVISION EXERCISED:

The Accountant – Level 3 may be required to perform team coordination activities within the functional unit.

KNOWLEDGE OF:

- Principles and practices of financial and managerial accounting
- Cost accounting and statistical principles and practices
- Business and office methods, practices and reports
- Advanced principles and practices of financial, managerial, and cost accounting
- Statistical practices and principles
- Accounting and finance information technology systems
- Cash handling systems
- Process flow creations



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KNOWLEDGE OF CONTINUED:

- Expert in Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Current accounting principles pertaining to federal, state, and local laws
- Accounting and budgetary practices for municipality and public utility sectors
- Fiscal reports for media release

SKILL TO:

- Keep books and maintain ledgers
- Prepare accounting, financial, statistical and cost records, statements and reports
- Adapt accounting practices and methods to particularly difficult accounting issues
- Effectively interact and communicate with staff and other employees
- Review accounting, statistical, and cost accounting records and reports for accuracy
- Devise and install accounting systems and to audit financial records
- Verify accounting procedures and ensure compliance
- Train on proper accounting methods
- Prepare complex accounting and fiscal reports
- Compile supporting data for reports
- Present reports to the public
- Use advanced technology

ABILITY TO:

- Work effectively in a team-based, flexible workforce with minimal supervision
- Use processing software and financial databases
- Establish and maintain effective working relationships with others
- Understand and analyze financial records for trends, issues, and opportunities
- Create statements and reports
- Effectively utilize appropriate security and safety equipment and procedures
- Maintain regular and reliable attendance
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Communicate frequently with team members and other units across the Department about process, equipment or potential problems
- Develop proficiency in unit specific operations and software
- Direct team activities or to work as a team member

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position may require sitting and standing for prolonged periods of time, light to moderate lifting, reaching, pulling, and carrying. Manual dexterity and audiovisual/linguistic acuity is required.

Environmental Working Requirements:

Work is performed in an office environment with exposure to computer screens, working in team offices and closely with all staffing levels.



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Other Requirements

Valid Michigan Driver's License

Comments

The Detroit Water and Sewerage Department is an Equal Opportunity Employer.

Please Note: Employment with the City of Detroit Water and Sewerage Department has been set apart from the established employment processes of the City of Detroit.

THE WAY WE WORK

The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner in accordance with the DWSD Common Behaviors
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Please submit an employment application, letter of interest and resume for this position to:

**Detroit Water & Sewerage Department
Attn: Karen Darty, Human Resources Generalist
735 Randolph, Suite 2001, Detroit, MI 48226**

The Employment Application can be found on DWSD's Website:

http://www.dwsd.org/pages_n/careers.html