



EMPLOYMENT POSTING PROJECT SPECIALIST

The City of Mason is accepting applications for the position of Project Specialist under the supervision of the City Administrator. Job descriptions are available on the City of Mason website (mason.mi.us/hr.htm) and in the Clerk/HR office at City Hall, 201 West Ash, between the hours of 8 am and 5 pm.

Summary:

This position is full-time with a starting rate of \$18.51/hour.

Finance Department Duties (*70%):

Under the general supervision of the Finance Director/Treasurer performs accounting and complex clerical work, including the maintenance of a variety of financial records and reports; maintains ledgers, accounts, journals and other accounting records; prepares correspondence, records and reports; calculates and prepares water and sewer bills, maintains water and sewer accounts; completes payroll and summary reports for payroll system; assists with customers and general telephone operation; reviews balance sheets and understands Funds, Activities and Accounts; uses computer and other office machines; and performs other related work as required; provides back up for Customer Service as needed.

Special Project Duties (*30%):

Under the general supervision of Administrator. Works on special projects as assigned.

* Percentage of work is subject to change.

Education/Requirements

The position requires a graduation from an accredited High School with emphasis on supplementary accounting courses. Reasonable experience in accounting or related field, including related clerical work. Considerable knowledge of modern office practices. Reasonable knowledge of financial reports and statements and various computer software applications. Ability to be flexible, to critically assess situations, solve problems, work effectively under stress, within deadlines, independently and with changes to work priorities.

How to Apply:

To apply, submit a cover letter, resume and completed City of Mason Application for Employment to: City of Mason, HR Director, ATTN: Project Specialist, 201 West Ash Street, Mason MI 48854. Application materials may also be sent by email to sarahj@mason.mi.us. Please include "Project Specialist" in the email subject line. This posting will close at 5:00 p.m. Friday, March 8, 2019.