

**THE WATER WORKS & SEWER BOARD
OF THE CITY OF SELMA**

*Please apply at the Administrative Office
1600 Selma Avenue Selma, Alabama 36701*

POSITION: ASSISTANT FINANCE DIRECTOR

PURPOSE: TO ESTABLISH AN ELIGIBLE REGISTER OR FILL PRESENT AND FUTURE VACANCIES WITH THE WATERWORKS AND SEWER BOARD OF THE CITY OF SELMA

MINIMUM SALARY: \$40,000.00

MAXIMUM SALARY: \$55,000.00

POSTING DATE: April 20, 2022

CLOSING DATE: May 4, 2022

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, RETIREMENT, PAID VACATION, HOLIDAYS AND SICK LEAVE.

JOB REQUIREMENTS

- Enter cash deposit journal entries.
- Assist with bank accounts reconciliation.
- Enter weekly payroll into the retirement system portal.
- Assist with department heads in the preparation of the annual budget.
- Attend monthly board meeting.
- Inventory management/bar coding
- Assist with yearly audit.
- Answer and direct phone calls.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of government accounting and auditing principles and practices.
- Knowledge of the principles and practices of public finance and budgeting.
- Knowledge of the principles and practices of public administration.
- Knowledge of the principles and practices of computerized financial information management.
- Knowledge of relevant federal and state laws, Board policies and procedures.
- Skill in utilizing financial computer software programs.
- Skill in compiling information and preparing reports.
- Skill in operating office equipment such as a typewriter, calculator, copier, and facsimile machine.
- Skill in interpersonal relations.
- Skill in oral and written communication.

MINIMUM QUALIFICATIONS

- Knowledge and the level of competency commonly associated with the completion of a Bachelor of Science degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position; usually associated with the completion of an apprenticeship/internship or having had a similar position for five or more years.

Applications are available Monday – Friday 8:30 a.m. – 4:30 p.m. 1600 Selma Avenue, Selma, AL 36701. Applications are also available on the Selma Water Works and Sewer Board website. Email Resumes/Applications: clisha14@selmawaterworksandsewer.com

AN EQUAL OPPORTUNITY EMPLOYER

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA PROVIDES A PUBLIC PERSONNEL SYSTEM BASED ON MERIT PRINCIPLES. IT STRIVES FOR THE CONSTANT IMPROVEMENT TO THE PUBLIC SERVICE BY EMPLOYING AND DEVELOPING THE BEST QUALIFIED PEOPLE AVAILABLE, REGARDLESS OF THEIR RACE, COLOR, CREED, SEX, POLITICAL BELIEFS, NATIONAL ORIGIN, OR DISABILITY.

DRUG FREE

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA IS A CERTIFIED DRUG-FREE WORKPLACE.