

## **NOTICE OF OPEN POSITION**

**Date of Notice: September 1, 2017**

**Post Until: September 15, 2017**

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### **ADMINISTRATIVE CLERK B FINANCE OFFICE**

The DeKalb County Finance Office is seeking to fill the position of Administrative Clerk B. This position is covered under the AFSCME collective bargaining agreement. The hiring pay range for this position is \$13.20 per hour to \$14.52 per hour. The Finance Office strives to attract only the most qualified candidates by allowing for maximum flexibility in accommodating candidates' schedules. As such, this position will be filled by either one full-time or two part-time employees and is open to candidates desiring to work either 20 hours, 35 hours, or 40 hours per week. This position provides support services to the Finance Director and other department staff, and is eligible for an employee benefits package (some employee contributions are required) including paid time off and retirement benefits plus, for full-time hours only, health and life insurance benefits. Duties and responsibilities of this position include, but are not limited to:

- Claims management for self-insured workers compensation and liability insurance programs including coordination with employees and vendors as necessary.
- Preparing and posting annual OSHA reports.
- Assisting with the preparation of the annual budget including updating and maintaining forms, workbooks, spreadsheets, and various schedules.
- Coordinating the records retention/document disposal function for the Finance Office.
- Preparing and maintaining the annual schedule of recurring invoices including reconciling internal payments between various County departments.
- Payment of invoices for cost centers under the purview of the Finance Office.
- Serving as the primary person to answer telephone calls to the general Finance Office telephone number and to assist walk-in customers.
- Providing support services to the payroll function.
- Serving as the primary backup for the accounts payable function.
- Monitoring building conference rooms for required supplies and replenishing as necessary.

The minimum education requirements for this position are a High School diploma or equivalent. This position requires an organized, detail oriented individual that is able to work under pressure to meet deadlines when necessary; at least 3 years of experience working in a professional office environment in a similarly sized organization, preferably in the public sector; a working knowledge of Microsoft Excel and Microsoft Word; and familiarity in operating various types of office equipment such as copy machines, fax machines, printers, and scanners. An equivalent combination of education and experience may be considered.

To apply for this position, please submit a DeKalb County Government Application for Employment, a cover letter indicating what interests you about this position and how many hours of work per week you are seeking, a resume, and three professional references by email to Peter J. Stefan, Finance Director, at [pstefan@dekalbcounty.org](mailto:pstefan@dekalbcounty.org) by 4:30 p.m. on Friday, September 15, 2017. Hard copies (faxed, mailed, or hand-delivered) of applications, cover letters, resumes, or references will not be accepted. Questions regarding this position can be directed to the same email address. A job announcement and a DeKalb County Government Application for Employment are available on the County's website at <http://dekalbcounty.org/jobopportunities.html>.

**(INTERNAL APPLICANTS NEED NOT SUBMIT AN APPLICATION FOR EMPLOYMENT)**