



## CITY OF WHEELING FISCAL SPECIALIST

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**The Municipal Civil Service Commission will be accepting applications for the position of Fiscal Specialist. The eligibility list established from the examination will be utilized for hiring for up to the next two years.**

The Fiscal Specialist maintains master records showing revenue collection, deposits, account status, billing, disbursement, payroll, and other information by entering/adjusting data via the Finance Department's computer system. Prepares, records, and maintains fiscal/financial information, records, files, and documents. Responsible for the revenue billing and collection process. Monitors account receivables, including delinquency collection process. Implements payment schedules on delinquent accounts in accordance with established guidelines.

**Qualifications:** Experience equivalent to five (5) years of full-time, progressively responsible accounting, bookkeeping, and/or office/customer service work; or an Associate Degree in Accounting, Business Management, or closely related area and two (2) years of full-time experience in a related field. An equivalent combination of experience and education may be substituted for the above qualifications.

Starting rate of \$13.67 per hour, with increase to \$14.09 after six months.

Interested applicants should apply at Wheeling Job Service, 1275 Warwood Ave., Wheeling, WV, through **Friday, September 21, 2012**.

*Please do not contact or send resumes directly to the City of Wheeling.*

Only the applicants meeting the minimum qualifications and requirements for the position as noted above will be contacted for the examination.