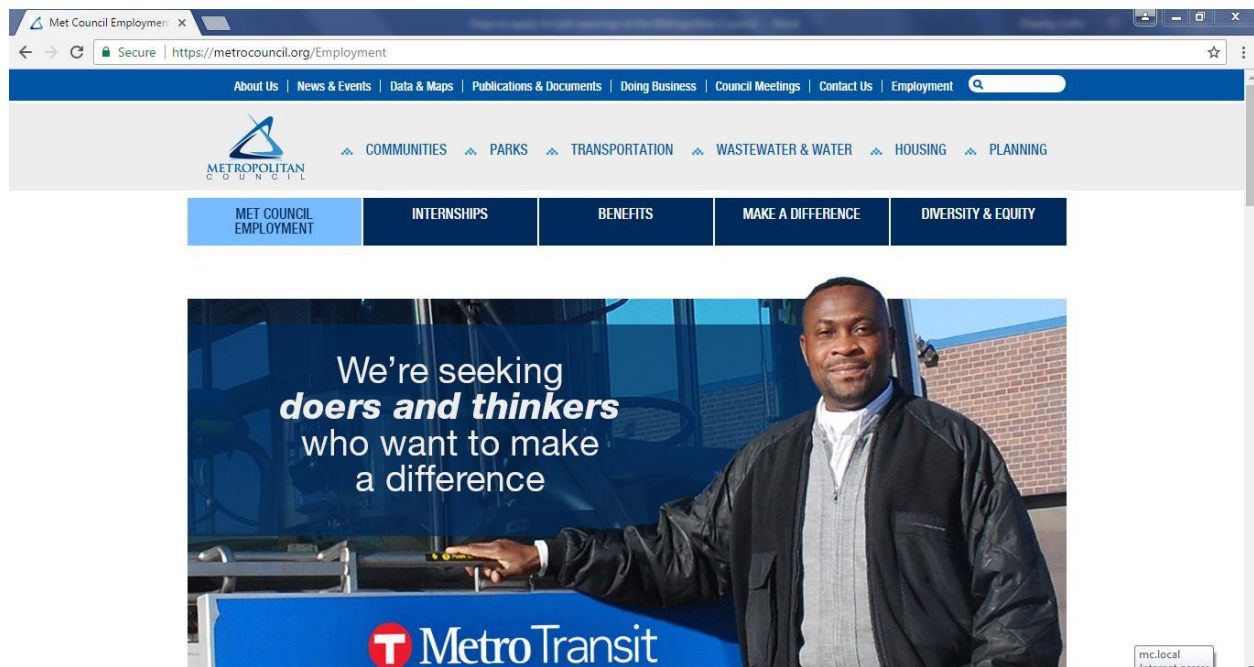


## HOW TO SUBSCRIBE TO METROPOLITAN COUNCIL JOB INTEREST NOTIFICATIONS

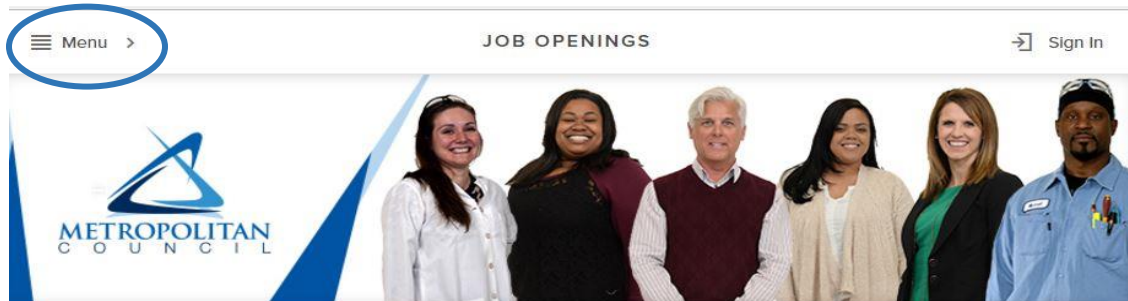
1. Type, click on, or copy & paste the link: [www.metrocouncil.org/employment](https://www.metrocouncil.org/employment) into your browser to arrive at the Council's employment page.



2. Once on the page, scroll down and click on the *See all job openings / Apply Now* arrow to be directed to our job board.



3. In the top left-hand corner of the page you will see a *menu* tab.



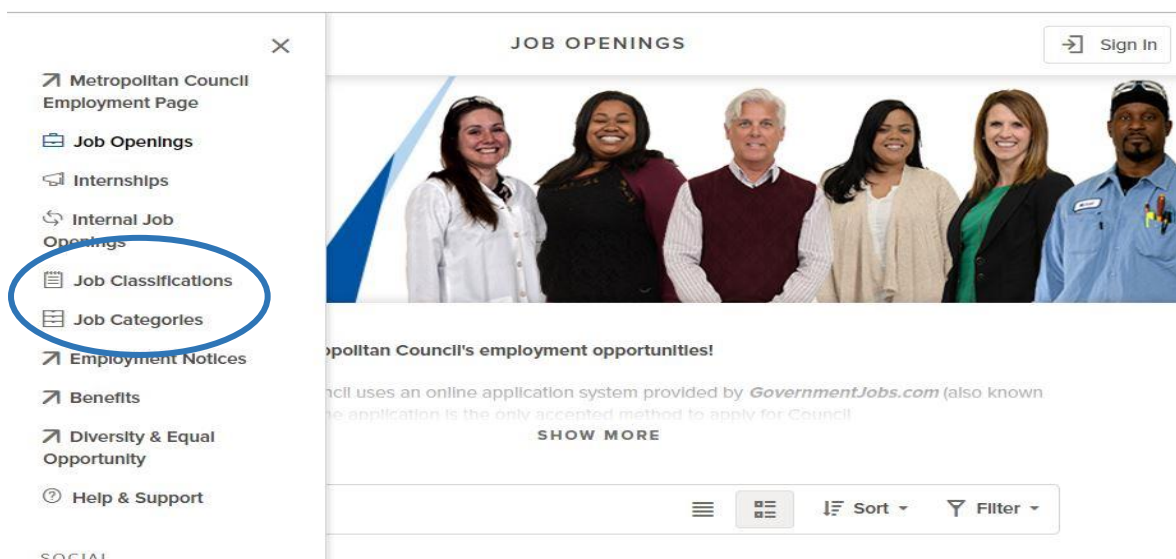
Welcome to the Metropolitan Council's employment opportunities!

The Metropolitan Council uses an online application system provided by *GovernmentJobs.com* (also known as *NeoGov*). This online application is the only accepted method to apply for Council!

[SHOW MORE](#)

Search  Sort Filter

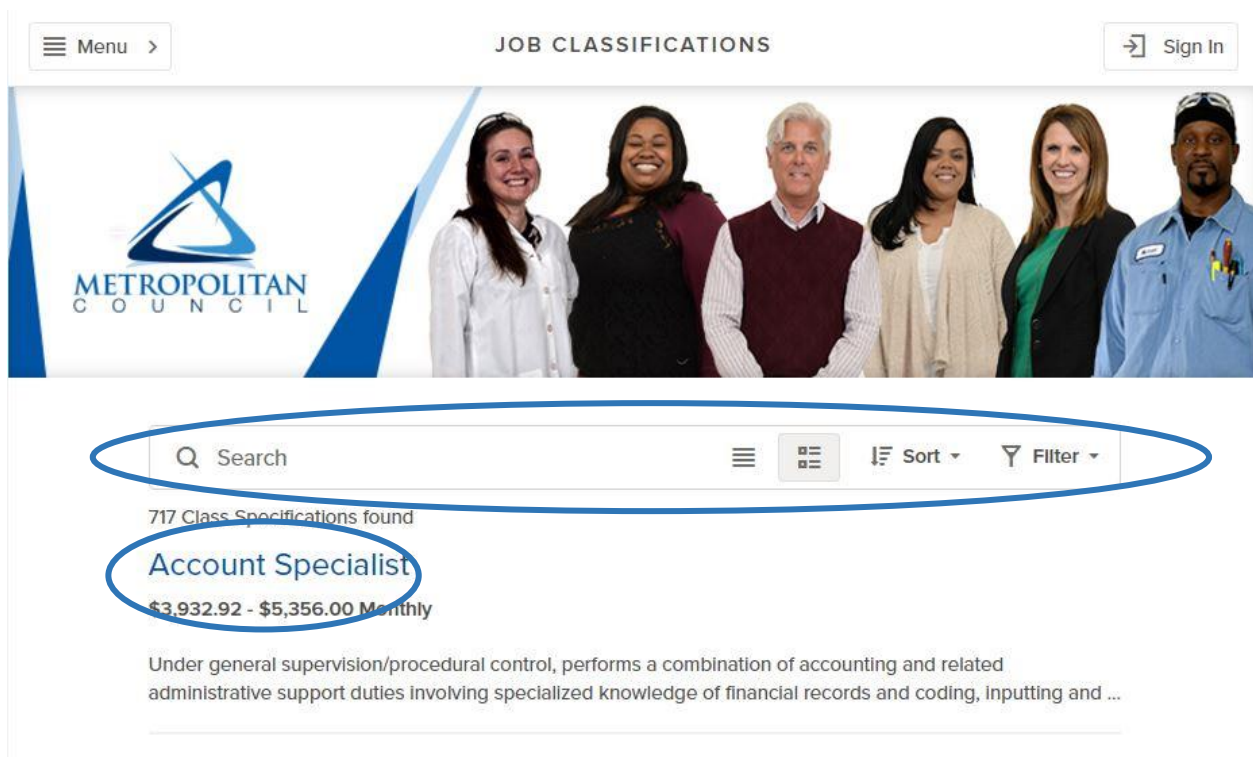
4. Once you select the menu tab, a table of contents will appear on the left-hand side of the page. You may click either the *job classifications* or *job categories* links to sign up for job interest notifications.



## Option # 1: Job Classifications – Step by Step Instructions

1. After selecting *job classifications* in the menu, you will be directed to the job classifications, which are sorted alphabetically. You may also search, sort, and filter the positions. Once you have found a job classification of interest, click on the title (ex. Account Specialist) of the job

**Please note:** Job classifications are fluid and change over time.



Menu >      JOB CLASSIFICATIONS      Sign In

METROPOLITAN  
COUNCIL

Q Search      ≡      ☰      ⌵ Sort      ⌵ Filter

717 Class Specifications found

**Account Specialist**  
\$3,932.92 - \$5,356.00 Monthly

Under general supervision/procedural control, performs a combination of accounting and related administrative support duties involving specialized knowledge of financial records and coding, inputting and ...

2. Once you click on the title, a window will appear on the right-hand side of the page. Either at the bottom of the screen or in the right-hand corner (depending on compatibility) there will be a green *Subscribe* button. Select the *Subscribe* button.

< > 🖨️

Account Specialist

**Class Title**  
Account Specialist

**Class Code**  
108700 (EEO 5B)

**Salary** ⓘ  
\$47,195.00 - \$64,272.00 Annually

---

**DEFINITION**      **BENEFITS**

---

**Description**

Under general supervision/procedural control, performs a combination of accounting and related administrative support duties involving specialized knowledge of financial records and coding, inputting and accessing information in the Council's accounting and information systems to maintain an integral part of an extensive accounting operation; performs related work as required.

Distinguishing Characteristics

This is an entry level accounting position. The primary concern at this level is do the numbers add up and are the codes correct. Positions at this level are heavily involved in the transactional aspects of accounting. Positions at the Senior Account Specialist level have a noticeable shift to how transactions relate to a business function (e.g. AR, contracts).

**Examples of Duties**

- Codes and prepares requisitions and processes purchase order documents (e.g., department or field purchase orders) to ensure proper documentation is available to support related transactions by reviewing for accuracy and conformity with procedure; by maintaining logs and/or files; and by monitoring balances and notifying supervisor of account shortages.
- Approves and prepares invoices for payment by matching incoming invoices, packing slips, and acknowledgements for verification of receipt; checks invoices for correct pricing and mathematical accuracy; determines amount/accuracy of discounts and resolves minor discrepancies; and codes and process invoices for payment with the proper appropriation, fund, object code and activity code.
- Obtains vendor numbers for new accounts to ensure accurate and timely payment of invoices; processes direct pay permit/tax exempt forms as necessary; and coordinates correspondence with vendors.

**Subscribe**

- Once you select *Subscribe*, a window will appear on the right-hand side of the page. Complete the required information, marked by asterisks, and click *Submit* to receive e-mail notifications. \*

### Job Interest Cards



First Name \*

Last Name \*

Street Address \*

City \*

Zip Code \*

State \*

Country \*

Home Phone Number

Work Phone Number


Email Address \*

Submit

## Option # 2: Job Categories – Step by Step Instructions

1. After selecting the *job categories* link in the menu, you will be directed to a page with a range of job categories. From this page, select each category of interest. You can also *select all* or *clear all* to choose job categories.

JOB CATEGORIES



Place a check in the box next to each job category for which you would like to receive email notifications, click the 'Subscribe' button, fill out the information, and then click the 'Submit' button.

For next 12 months after you submit this form, you will receive an email notification each time a position opens with Metropolitan Council whose category matches one of the

SHOW MORE

2 Job Categories selected

 Select All     Clear All

<input checked="" type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Clerical & Data Entry
<input type="checkbox"/> Community Development	<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Custodial	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity Management/EEO	<input type="checkbox"/> Drivers	<input type="checkbox"/> Engineering
<input type="checkbox"/> Environmental Services	<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Housing	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Internship	<input type="checkbox"/> IT and Computers	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Legal	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Management	<input type="checkbox"/> Marketing
<input type="checkbox"/> Organizational Development	<input type="checkbox"/> Professional	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Purchasing	<input type="checkbox"/> Records Management	<input type="checkbox"/> Risk Management	<input checked="" type="checkbox"/> Transportation

2. Once you have chosen any categories of interest, the green *Subscribe* button will highlight. Select the *Subscribe* button



3. Once you select *Subscribe*, a window will appear on the right-hand side of the page. Complete the required information, marked by asterisks, and click *Submit* to receive e-mail notifications. \*

Job Interest Cards ×

First Name \*

Last Name \*

Street Address \*

City \*

Zip Code \*

State \*

Country \*

Home Phone Number

Work Phone Number

Email Address \*

\*You will receive job interest notifications that match the categories or classifications you have chosen for the next 12 months