

ACCOUNTANT II

Recruitment #1501-0307DC-001

List Type Original

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 4/10/2015

Filing Deadline 5/1/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

PURPOSE

Provide professional accounting and related financial management support for the Neighborhood Improvement Development Corporation (NIDC) and Department of City Development (DCD) accounting activities.

ESSENTIAL FUNCTIONS

- Meet all reporting and audit deadlines for NIDC's involvement with DCD.
- Maintain knowledge of all NIDC accounts and projects.
- Provide interim financial reports to the Board and Management.
- Perform banking activities such as review funds transfer, reconcile NIDC accounts and revalue inventory. Calculate NIDC program income.
- Assist in the preparation of Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) budgets and amendments.
- Prepare 1099 Miscellaneous Income forms.
- Maintain grant fund availability, client balances and CDBG and HOME compliance data.
- Assist in managing loan portfolio and calculation of loan loss reserves.
- Lead year end closing of NIDC accounting for all activities including preparation of financial data.
- Work with internal and external auditors to ensure an efficient audit.
- Assist in preparing year-end financial statements and notes for NIDC financial statements.
- Maintain MS Access database and Loan Ledger software.
- Review reimbursement requests and invoices. Process payments.
- Reconcile rental property activity. Prepare journal entries and cash receipts.
- Post activity to component unit accounting system.
- Prepare monthly CDBG cost reports.
- Use various software and equipment to complete work such as FMIS, MS Excel, Access, Word, computer calculator, copier, scanner and fax machine.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in accounting, finance, business administration or a closely related field from an accredited college or university.
 - **IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be

attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

2. Two years of accounting or financial analysis experience.
 - *Equivalent combinations of education, training and experience may also be considered.*

DESIRABLE QUALIFICATIONS

- Previous experience in governmental accounting.
- Previous experience using PeopleSoft FMIS, 4Gov Accounting System and QuickBooks Software.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of accounting principles and practices.
- Interpersonal skills to work with diverse individuals inside and outside the organization.
- Analytical skills to apply logical thinking to gather and analyze information and solve complex financial situations.
- Attention to detail to ensure the accuracy of calculations and financial reports.
- Ability to create financial reports.
- Ability to reconcile accounts.
- Ability to use MS Excel and Word.

CURRENT SALARY

The current starting salary (PG 2DN) is \$47,095 annually for City of Milwaukee residents. The non-resident starting salary is \$45,940 annually. **Appointment above the minimum is possible.**

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **May 1, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.