

ACCOUNTING ASSISTANT II

Recruitment #1603-0319DC-001

List Type Original

Requesting Department MUNICIPAL COURT

Open Date 4/26/2016 11:59:00 PM

Filing Deadline 5/16/2016 11:59:00 PM

HR Analyst La'Neka Horton

Purpose

The Accounting Assistant II performs complex clerical and accounting functions in accordance with generally accepted accounting principles (GAAP) related to the receipt and disbursement of monies received by the Court.

Essential Functions

- Process teller transactions made in person, by telephone, by mail and via the Court's payment website.
- Assist with reception section duties as needed.
- Perform general accounting duties including balancing cash drawers, credit card terminals and preparing daily deposits.
- Perform administrative accounting duties including processing refunds.
- Perform general administrative duties including research into case and/or payment information and dual control processes.
- Perform complex clerical and accounting functions relating to updating accounting records and general ledgers.
- Prepare daily, monthly, and annual accounting reports, financial statements, and related correspondence.
- Receive and disburse large volumes of monies.
- Provide customer service to the general public by providing information regarding cases, court policy and procedure both in person and by telephone.

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. Four years of office experience including at least one year performing accounting functions, such as billing, processing payments and receipts, reconciling accounts, monitoring and preparing quarterly and year-end reports, and handling cash in a customer service environment.

Equivalent combinations of education and experience may also be considered.

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.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Equivalent combinations of education and experience may be considered.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of accounts receivable processes.
- Knowledge of mathematics and the ability to make accurate calculations.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of cash handling procedures.
- Ability to research and resolve issues concerning case and payment information.
- Ability to prepare reports and related correspondence.
- Ability to provide excellent customer service.
- Ability to maintain composure and work accurately and efficiently in high pressure situations.
- Ability to practice active listening by giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
- Ability to effectively communicate with and maintain effective work relationships in a diverse environment.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available.
- Ability to work well independently and function as part of a team when necessary.
- Ability to maintain confidentiality.
- Ability to proficiently use spreadsheet, database, and word processing software.
- Ability to prepare financial statements.
- Ability to prepare and maintain records according to current policies and procedures.

Current Salary

The current starting salary (PR6HN) for City of Milwaukee residents is \$37,830 annually, and the non-resident starting salary is \$36,902.

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 16, 2016**. 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.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*