

ACCOUNTING INTERN, *part-time*

OFFICE OF THE COMPTROLLER

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE:

- The Accounting Intern position represents an opportunity for a college sophomore, junior, senior, or graduate student pursuing an accounting career to gain practical experience working in a public sector accounting office. The Accounting Intern works under the direction of the Grant-In-Aid Fiscal Coordinator and is employed on a part-time basis (approximately 20 hours per week), not exceeding 1,040 hours per year.

ESSENTIAL TASKS:

- Audits monthly cost reports and payment vouchers for the Community Development Block Grant (CDBG) program and HOME Investment Partnerships Program grants to ensure accuracy, completeness, and consistency with the approved budget and federal policy guidelines.
- Prepare corrected cost reports, schedules of paid costs, and written correspondence to sub-recipients detailing audit adjustments made.
- Maintain accurate records of grant contracts.
- Accompanies auditors and accounting specialists on field work reviews of organizations funded by the City's grants.
- Assists in the preparation of audit work papers.
- Performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current enrollment as a sophomore or higher at an accredited college or university, having earned thirty or more college credits, including eight in accounting.

NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box AI, Department of Employee Relations, City of Milwaukee, 200 E Wells Street, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.

2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of basic accounting principles and mathematics.
- Ability to read and understand work-related documents.
- Oral and written communication skills.
- Analytical and problem-solving skills.
- Ability to conduct research, compile and analyze data, and prepare reports.
- Knowledge of standard computer applications such as word processing and spreadsheet.

Accounting Intern, part-time (Office of the Comptroller)

- Ability to prioritize, organize and accomplish work assignments by required deadlines.
- Ability to work effectively both independently and as a member of a team.
- Ability to maintain confidentiality.

THE CURRENT HOURLY RATE (9PN) IS: \$13.93 to \$17.52 per hour. Accounting Interns are not entitled to benefits.

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.

The examination will be held as soon as practical after **March 28, 2013**. 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.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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