

ACCOUNTING MANAGER

Department of City Development

THE PURPOSE of this position is to provide professional accounting and related financial management services for the Department of City Development.

ESSENTIAL FUNCTIONS:

60% General Accounting:

- ❖ Maintain all City Accounts and provide all General Accounting entries necessary for City accounting activities of the DCD.
- ❖ Meet all reporting and auditing deadlines.
- ❖ Provide all City interim financial reports.
- ❖ Review and approve all accounting staff bi-weekly payroll.
- ❖ Assist and work with the lead accountant for RACM.
- ❖ Approve and review all City payment requests.
- ❖ Review and reconcile travel advances periodically.

20% Financial Statements:

- ❖ Take lead role in the year-end closing of all City Activities for DCD accounts and preparation of financial data. Prepare closing journal entries. Review ledgers. Distribute City account balances to the appropriate ledgers.
- ❖ Prepare year-end financial statements and assist in preparation of HUD-required financial filings.
- ❖ Prepare notes for financial statements.
- ❖ Work closely with City and RACM external auditors and staff to precipitate an efficient audit.

10% Supervision:

- ❖ Act as mentor to accounting staff including training of new employees.

10% Other Duties:

- ❖ Assist in the selection and implementation of City software systems and upgrades.
- ❖ Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Accounting from an accredited college or university..
2. A minimum of three (3) years of professional experience in accounting or financial analysis.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

1. Previous public sector experience.
2. CPA designation.
3. Familiarity with the FMIS system.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of contemporary accounting theory, principles and practices.
- Honesty and integrity, as well as the expectation that confidentiality will be maintained regarding all personnel, programmatic and financial matters.
- Strong oral communications skills, including the ability to explain financial concepts and procedures to non-accountants.
- Ability to write clear and concise business letters, memos, reports and other documents.
- Ability to work independently.

CURRENT SALARY RANGE (08) is: \$54,814 to \$76,736.

07-090 CKS (SM)

07/18/07

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