

ACCOUNTING SPECIALIST

Recruitment #1601-0333DC-001

List Type Original

Requesting Department COMPTROLLER

Open Date 2/1/2016 11:59:00 PM

Filing Deadline 2/22/2016 11:59:00 PM

HR Analyst La'Neka Horton

INTRODUCTION

Located on the western shore of charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

Under the direction of the Grant-in-Aid Fiscal Coordinator, the Accounting Specialist monitors the financial activities of grants by conducting on-site fiscal site reviews of the organizations who receive sub-awards from the City.

ESSENTIAL FUNCTIONS

- Perform daily grant accounting functions to insure timeliness and accuracy in financial data.
- Perform and/or review drawdown of grant.
- Monitor receipt of grant revenue and process deposits of the funds on a timely basis.
- Monitor, analyze, and reconcile grant transactions to insure timeliness, accuracy, consistency, and completeness of financial data.
- Process audit confirmations relating to grant expenditures.
- Perform year end closing activities and prepare supporting schedules necessary to complete the City's Comprehensive Annual Financial Report and Single Audit Report.
- Perform assigned on-site fiscal reviews of organizations that receive grant funds from the City and make recommendations for improvement.
- Follow up with review findings and recommendations until resolved until compliant with the grant requirements.
- Review audit reports of the sub-grantees who expend \$750,000 in annual Federal grant funds and issue management's decisions.
- Follow up on audit findings to ensure timely and appropriate resolution.
- Collect and review cost allocation plans from sub-grantees in compliance with the uniform grant guidance.
- Perform preliminary review of organizations initially receiving funds from the city to determine if the entity's recordkeeping system, administrative polices and internal controls are adequate.
- Provide guidance to sub-grantees and accounting support staff as needed.

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 from an accredited college or university in Accounting, **AND**

2. Two years of professional accounting experience.

- **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 your college/university name, your name, the degree completed (if applicable) and the date completed.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of principles and practices concerning grants.
- Knowledge of business and management principals needed to develop and coordinate the budget.
- Knowledge of auditing techniques and procedures and ability to interpret and analyze financial statements.
- Ability to read, understand and interpret contracts, budgets, financial statements, accounting policies and procedures, corporate documents and audit reports.
- 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 speak with others to convey information (technical and non-technical) clearly and effectively to people at all levels of the organization.
- Ability to communicate information and ideas in writing such as reports, business correspondence, emails, and procedures manuals, clearly and effectively to people at all levels of the organization.
- Ability to organize work to effectively and efficiently utilize resources to accomplish multiple tasks according to deadlines.
- Skill in conducting research, analyzing complex issues and formulating recommendations.
- 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.

CURRENT SALARY

The current starting salary (**PG2GX**) for City of Milwaukee residents is \$51,469 annually, and for non-residents is \$50,206. Appointment at up to \$63,825 for residents or \$62,259 for non-residents is possible based on qualifications and experience.

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 **February 22, 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.*