

ACCOUNTING SPECIALIST

Recruitment #1504-0333DC-002

List Type Original

Requesting Department COMPTROLLER

Open Date 5/15/2015 2:40:00 PM

Filing Deadline 6/5/2015 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

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

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. The reviews are performed to insure the adequacy of internal controls, to determine whether financial transactions of the organization comply with applicable laws and regulations, and to insure that Generally Accepted Accounting Principles (GAAP) are being followed. Incorporated as a key part of the function is the protection of cash advances granted to sub-recipients. City tax dollars are used to issue cash advances. Therefore, the City tax dollars are protected by the function of this position. Through continual and effective monitoring of the use of the grant funds, the Accounting Specialist helps to minimize questioned costs for which the awarding agencies may hold the City liable.

ESSENTIAL FUNCTIONS

Fiscal Site Reviews:

- Perform assigned on-site fiscal site reviews of the community based organizations that receive Community Development Block Grant (CDBG) and other Federal and State agencies grant funds that are passed through the City; make recommendations for improvement.
- Follow up with review findings and recommendations until resolved. The fiscal site reviews are designed to ensure that the grant funds are administered and disbursed in compliance with the laws and regulations established by Federal and State granting agencies and the City's procedures and guidelines.

Accounting and Reporting:

- Monitor, analyze, and reconcile grant transactions to insure timeliness, accuracy, consistency, and completeness in financial data from inception of the grant through closeout. Prepare and review various grant reports.
- Monitor, analyze, and reconcile cash advance activities and record related liabilities to the Department of Housing and Urban Development (HUD).
- Process timely deposits of grant receipts, and reconcile the amounts to the supporting expenditures to insure full recovery of grant funds.
- Process audit confirmations relating to expenditures activities of the CDBG awards.
- Prepare supporting schedules necessary to complete the City's Comprehensive Annual Financial Report (CAFR) and Single Audit, and answer questions from auditors.

Independent Audit Reviews:

- Ensure that the City's sub-grantees who expend \$750,000 in annual grant funds have a single audit performed in accordance with Office of Management and Budget (OMB) uniform grant guidance.

Accounting Specialist (Comptroller's Office)

- Obtain and review the single audit reports, and issue management decisions on audit findings impacting the city's sub-awards.
- Follow up on audit findings to ensure timely and appropriate resolution.

Cost Allocation Plans:

- Ensure that sub-recipient agencies receiving more than one Federal grant prepare cost allocation plans that demonstrate equitable distribution of indirect costs to the grants in compliance with OMB uniform grant guidance.
- Obtain, review, and approve the cost allocation plans and certification, and issue related reports.

Preliminary Reviews:

- Perform preliminary reviews of organizations initially receiving funds from the City to determine if the recordkeeping systems, administrative policies, and internal controls are adequate to meet grant requirements.
- Inform the operating department of any deficiencies so that the agencies can make improvements prior to the execution of the grant contract.

Other Duties:

- Provide guidance to sub-recipients as needed.
- Serve as backup for drawdown of CDBG grant funds.
- Lend support to Assistant Grant Fiscal Manager for the review of CDBG budgets and other grant documents.
- Assist with cost report processing and other grant accounting and auditing duties as necessary.

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 from an accredited college or university, **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.*

DESIRABLE QUALIFICATIONS

- CPA certification
- Master's Degree in accounting, finance, or a related field
- Experience in governmental accounting
- Experience in grant accounting

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of governmental accounting and grant accounting, in particular knowledge of US Office of Management and Budget (OMB) uniform grant guidance and Generally Accepted Accounting Principles (GAAP).
- Knowledge of financial reporting and budgeting.
- Commitment to keeping up-to-date with best practices in accounting.

Accounting Specialist (Comptroller's Office)

- Knowledge of public policy principles and practices.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to read and interpret complex job-related documents.
- Skill in conducting research, analyzing complex issues, and formulating recommendations.
- Oral communication skills, including the ability to explain financial and technical concepts and procedures to non-accountants.
- Written communication skills, including the ability to write clear and concise business letters, memos, and reports.
- Ability to work effectively with and provide excellent customer service to fellow staff, City officials, and staff from sub-grantee organizations.
- Ability to work independently.
- Critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.
- Ability to effectively manage multiple priorities and work within tight time constraints.
- Proficiency in using spreadsheet, database, and word processing software.
- Ability to learn to use enterprise financial systems.
- Ability to maintain confidentiality and professionalism.
- Honesty and integrity.

CURRENT SALARY

The current starting salary (PG 2GX) for City of Milwaukee residents is **\$51,469** annually, and the non-resident starting salary is **\$50,206**. 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 **June 5, 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.