

# DCD ACCOUNTANT LEAD

Recruitment #1602-0308DC-001

List Type Original

Requesting Department DCD - MGMT & SPECIAL PROJECTS

Open Date 2/10/2016 11:59:00 PM

Filing Deadline 3/2/2016 11:59:00 PM

HR Analyst La'Neka Horton

## **INTRODUCTION**

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

## **PURPOSE**

This position provides professional accounting and related financial management services for the Department of City Development economic development programs; specifically for Tax Increment Districts (TID), Business Improvement Districts (BID), Neighborhood Improvement Districts (NID) and Redevelopment Authority of City of Milwaukee (RACM) bond issues. The position also provides professional accounting and related financial management services for the Century City Redevelopment Corporation (CCRC) and Neighborhood Improvement Development Corporation (NIDC) activities.

## **ESSENTIAL FUNCTIONS**

- Act as Lead Accountant for Tax Incremental Districts (TID), Business Improvement Districts (BID), Neighborhood Improvement Districts (NID) and related City activities; including the provision of general accounting entries and maintenance of all TID, BID, NID and related City accounts.
- Meet all reporting deadlines for Tax Increment District activities, including, but not limited to, Annual Report of Milwaukee's Tax Incremental Finance Districts, Tax Increment Certification, and TID closure reports.
- Meet all reporting deadlines for Business Improvement and Neighborhood Improvement District activities including, but not limited to, annual review and payment of BID and NID assessments.
- Assist the Comptroller's Office in the completion of the Tax Increment Districts' annual audit. Respond to requests for information, as necessary.
- Provide interim financial reports to City Development project managers for all Tax Increment District, Business Improvement District and Neighborhood Improvement District activities.
- Determine financial liability and submit invoices between City and RACM to reimburse payroll and operating expenses.
- Take lead role in the year-end closing of all Tax Incremental Districts, Business Improvement Districts, Neighborhood Improvement District and related City activities for the Department of City Development accounts and preparation of financial data. Prepare closing journal entries. Review ledgers. Distribute City account balances to the appropriate ledgers.
- Work with Comptroller's Office, Treasurer's Office, Assessor's Office and Wisconsin Department of Revenue staff as required to determine and analyze the financial health of the City's Tax Incremental Districts, Business Improvement Districts and Neighborhood Improvement Districts.
- Prepare year-end NIDC and CCRC financial statements; including preparation of work papers, "Prepared by Client" documents, notes, income statement, balance sheet, cash flow statement and Management Discussion and Analysis.

- Take lead role in the year-end closing of NIDC and CCRC accounting including preparation of financial data: Prepare closing Journal entries; review and reconcile ledgers; Provide Accounting Manager with City account balances to the appropriate ledgers.
- Assist the other Accountant Lead in the preparation of the RACM financial statements and audit. As needed, assist in the preparation of work papers, "Prepared by Client" documents, and notes.

*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.
2. Three years of progressively responsible accounting and financial analysis 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 the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

### **DESIRABLE QUALIFICATIONS**

1. Governmental, inter-agency and complex financial organization accounting experience.
2. Certified Public Accountant.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of financial reporting and budgeting.
- Knowledge of mathematics and the ability to make accurate calculations.
- Skill in conducting research, analyzing complex issues, and formulating recommendations.
- 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.
- 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 effectively manage multiple priorities and work within tight time constraints.
- Ability to maintain confidentiality and professionalism.
- Ability to proficiently use spreadsheet, database, and word processing software.
- Ability to prepare financial statements.

**CURRENT SALARY**

The current starting salary (PR2IX) for City of Milwaukee residents is \$58,462 annually, and the non-resident starting salary is \$57,028. Appointment at up to \$72,492 for residents or \$70,714 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 **March 2, 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.*