

FINANCE & ADMINISTRATION MANAGER

Recruitment #1506-5303-001

List Type Exempt

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 7/2/2015 10:00:00 AM

Filing Deadline 7/17/2015 11:59:00 PM

HR Analyst Jeff Harvey

INTRODUCTION

This position is exempt from Civil Service – Appointment and continued employment is at the pleasure of the Department of City Development Commissioner and Deputy Commissioner, City of Milwaukee.

PURPOSE

The purpose of this position is to manage the Department of City Development Finance & Administration Division. This division is responsible for the full range of budgeting, accounting, financial administration, procurement, and personnel and payroll for the Department of City Development, Redevelopment Authority (RACM), Neighborhood Improvement Development Corporation (NIDC), Century City Redevelopment Corporation (CCRC) and City programs.

ESSENTIAL FUNCTIONS

- Supervise all of the components of accounting, investments and banking, accounts payable, special program accounting, servicing of loans, and general and subsidiary ledger maintenance.
- Supervise the preparation, analysis and distribution of annual statement audit reports to the City of Milwaukee by June 15th for CCRC, RACM & NIDC Boards, external customers and regulatory agencies.
- Supervise the maintenance of all books of accounts and supporting documentation.
- Supervise the preparation of year-end adjusting and closing entries and work closely with external auditors in preparing annual RACM, NIDC, and Tax Incremental District financial statements.
- Establish accounting policies for RACM, NIDC, and CCRC and in conjunction with City, Federal and State changes, and communicate all changes to City Development staff.
- Supervise the management of cash flow for RACM, NIDC, and CCRC including investing excess cash and liquidating investments as needed.
- Transfer money as needed to cover payroll and accounts payable runs.
- Monitor property rent collection and property maintenance expenditures for RACM and City.
- Monitor receipts of revenues and record on RACM, CCRC and NIDC accounting system according to Generally Accepted Accounting Principles (GAAP).
- Manage the 16 staff of the Finance & Administration Division who are responsible for preparation of DCD, RACM, CCRC, and NIDC budgets; DCD, RACM, CCRC, and NIDC accounting staff; DCD/RACM purchasing staff; and DCD/RACM payroll and personnel staff.
- Provide direction for the preparation of the annual budgets of the Department of City Development, Redevelopment Authority of the City of Milwaukee, and Neighborhood Improvement Development Corporation and CCRC.
- Evaluate systems maintenance and improvement alternatives.

Finance & Administration Manager (Dept. of City Development)

- Works collaboratively with Economic Development Manager on the management of the City's Tax Increment Districts and insure timely and accurate reporting to State.
- Prepares special account, project/program analysis as required.
- Provide input to Accounting software improvements. Provide information and work collaboratively with internal staff, City Departments, Common Council, Mayor's office and external agencies 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 in Accounting, Business Management or a closely related field.
 - **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, and the degree completed (if applicable) and the date the degree was completed.
2. Five years of experience operating, budgeting and/or management accounting experience including significant supervisory experience.
 - **NOTE:** Equivalent combinations of education and experience may be considered.

DESIRABLE QUALIFICATIONS

- CPA certification (Certified Public Accountant) desired.
- Master's degree in Public Administration or Business Administration desired.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of management practices and principles.
- Excellent organization, personnel and project management skills.
- Verbal and written communication skills. Interpersonal skills to effectively work with diverse individuals at all levels of the organization.
- Must be proficient in writing clear and concise reports, preparing presentations and must possess the ability to speak in public settings.
- Ability to represent the Administration's priorities to elected officials and partners.
- Excels in establishing annual and long-term performance goals.
- Mature, sensitive judgment in the administration and operation of the department and understanding of the impact upon the public and the overall development of the City.

CURRENT SALARY

Salary (PG 1IX): The current starting salary is \$75,478 for City of Milwaukee residents. The non-resident starting salary is \$73,627 annually. Appointment above the minimum is possible.

BENEFITS:

The City of Milwaukee provides a comprehensive benefit program which includes a Defined Benefit Pension Plan, 457 Deferred Compensation Plan, Health and Dental Insurance, Long Term Disability Insurance, Group Life Insurance, Tuition Benefits, Paid Vacation, Paid Holidays, and Paid Sick Leave.

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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 City Development 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 **July 17, 2015**.

ADDITIONAL INFORMATION

Application procedure:

- Email Cover Letter, Resume and transcripts to judith.allen@milwaukee.gov with "Finance and Administration Manager" in the subject line.
- No Cover Letters or Resumes will be accepted if not sent by email.
- Deadline for submission is **July 17, 2015**.