

MANAGEMENT ACCOUNTING SPECIALIST-SENIOR

The current vacancy is in the Office of the Comptroller-General Accounting Division. The eligible list resulting from this examination may also be used to fill positions not only in the Office of the Comptroller, but also in other City departments.

THE PURPOSE: Perform a full range of management accounting duties, including managing and controlling the City's accounting system, completing various special projects, and supporting City financial staff by providing guidance and training.

ESSENTIAL FUNCTIONS:

Management Accounting:

- Process and control the accounts payable (AP) issuance process for the City's vouchers and vendor payments, including balancing and reconciling the daily AP checks issued according to the accounting distributions entered by departments, of which the outcome is \$800,000,000 of O&M, capital, and debt payments.
- Review, research, analyze, record, and reconcile accounting transactions for the City's 122 funds in accordance with the City budget, charter, ordinances, state statutes, and standards set forth by the Governmental Accounting Standards Board (GASB) on an on-going basis. Prepare analytical reviews, account reconciliations, account analyses, projections, and forecasts of individual accounts or funds as directed by management or City officials.
- Prepare Comprehensive Annual Financial Report (CAFR) statements and schedules; assist external auditors.
- Provide guidance to professional and clerical financial staff in over 60 departments, bureaus, and organizational units.
- Share the responsibility for providing direction to divisional accounting clerks.

Accounting System Management and Control:

- Assist in the design, configuration, and implementation of the City's accounting system and related subprocessing modules, such as accounts payable (AP), requisitioning, purchasing, inventory, and receipting. Draft procedures, instructions, and training for citywide users; research and resolve end-user problems. Take a lead role in system upgrades and testing. **Note:** The City currently operates under PeopleSoft by Oracle.

Performing Special Projects:

- Process special charges to the tax roll.
- Analyze cashflow for debt sizing, and verify actuals vs. projected on the City's issuance of Revenue Anticipation Notes (RANs); perform review of the MPS cashflow debt.
- Ensure compliance with IRS regulations.
- Assist in determining the debt requirements for City capital project needs and the expenditure tracking compliance.
- Monitor the cash transactions and related expenditure, encumbrance and other account activities of MPS and Water Works to ensure adequate funding (MPS) and cash reimbursements to the City (Water Works).
- Process, control, and record the City's debt obligations.
- Analyze and review the accounts receivable (AR) invoices issued by City departments; analyze, review, and monitor the reimbursable activity of City departments.
- Establish appropriation controls for capital projects and other operating budget transfers.
- Continually monitor budgetary controls for City accounts, for all funds.
- Prepare required revenue estimates, including City space leases, payments in lieu of taxes, and contribution funding.
- Review individual fund assets and liabilities annually.
- Review Common Council Resolutions requiring countersignature of the Comptroller.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Accounting from an accredited college or university.
2. Two years of professional accounting experience performing a full range of accounting functions.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of contemporary accounting theory, principles, and practices.
- Knowledge of governmental accounting/reporting desirable.
- Knowledge of financial management and other software programs, particularly spreadsheet and word processing.
- Good math, analytical, and problem-solving skills.
- Ability to work independently and as a team member.
- Ability to effectively manage multiple priorities, work within tight time constraints, and keep organized.
- Excellent oral and written communication skills, including the ability to convey technical information clearly.
- Ability to provide direction and training effectively.
- Customer service skills.
- Honesty and integrity.

THE CURRENT SALARY RANGE (006) IS: \$50,206 to \$70,295 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

#08-056 - MMC (SM)

05/16/08

EEO 202