

REVENUE & FINANCIAL SERVICES ASSISTANT

Office of the Comptroller

PURPOSE: Assist with the estimation of revenue for the annual City budget, various financial analysis projects, the Annual Review of Lending Practices of Financial Institutions, the annual State Financial Report, and the monitoring of revenue accounts throughout the year.

ESSENTIAL FUNCTIONS:

- Prepares City-wide revenue estimates as required by State Statute and/or City Charter, including collection and analysis of departmental revenue data.
- Monitors revenue accounts throughout the year.
- Assists with the analysis, monitoring and issuance of City debt.
- Assists with Financial Analysis Projects, including analysis of proposed economic development projects.
- Prepares the Annual Financial Institutions Mortgage Lending Report to the Common Council which describes and analyzes the residential mortgage lending activity of private financial institutions within the metro area.
- Assists with preparation of Fringe Benefits and Overhead rates.
- Prepares PILOT billings for tax exempt entities and monitor payments received.
- Assists with the preparation of the annual State Financial Report for the State of Wisconsin.
- Performs other job related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

1. Bachelor's Degree in Business Administration, Finance, Public Administration, or related field from an accredited college or university. NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinfo@milwaukee.gov or sent to Box RFSA, Department of Employee Relations, City of Milwaukee, 200 E Wells Street, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.
2. Two years of professional finance experience.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

Note: Equivalent combinations of education and experience may be considered.

DESIRABLE QUALIFICATIONS:

- Master's Degree in Business Administration, Finance, Public Administration, or related field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to analyze financial data to identify key trends and issues, and devise recommendations based on such analysis.
- Ability to work well under tight time pressures.
- Skill in quantitative and statistical analysis including mathematical model development and maintenance of spreadsheet software.

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- Knowledge of job-related terminology, laws, regulations, and disclosure requirements.
- Strong detail and quality control orientation.
- Ability to work under moderate to heavy pressure (both time and accuracy related).
- Ability to plan, schedule and coordinate a variety of events involving deadlines and the work of outside professionals.
- Strong interpersonal skills and ability to communicate effectively verbally and in writing.

THE CURRENT SALARY RANGE (PR2GX) is: \$50,206 - \$70,295 annually with excellent benefits.

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.

The examination will be held as soon as practical after **January 4, 2013**. The 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 by mail or email of the date, time and place of 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.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, City Hall, 200 E. Wells Street, Room 706, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling (414) 286-3751.

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