

REVENUE & FINANCIAL SERVICES SPECIALIST

Office of the Comptroller

PURPOSE: The Revenue and Financial Services Specialist performs high-level financial analysis and supports debt issuance and administration.

ESSENTIAL FUNCTIONS:

- **Debt Management:** Maintain database of information on debt issued and ensure that the City is in compliance with debt covenants, City borrowing policies and guidelines, accounting requirements and audit documentation issues. Project debt trends and implications, monitor outstanding debt and other financial obligations. Also maintain information on authorized and unissued debt and projects that have borrowed proceeds.
- **Financial Analysis:** Review and analyze proposed Tax Incremental District and economic development projects as needed; provide administrative and analytical support for other entities for which the Comptroller is a board member.
- **Structuring and Issuing Debt:** Assist in the preparation and submission of support resolutions for City borrowing; help prepare and assemble City debt documents. Prepare and analyze budget and spending reports to determine the amount to be financed; project City cash needs. Gather City data for disclosure documents involving proposed financing to Ratings Agencies, credit enhancers, purchasers and investors.
- **Special Projects:** Analyze and comment upon proposed legislation; analyze and review local bank lending practices and performance; assist with preparation of State Financial Report and evaluate financial issues as needed.
- **Revenue Estimation:** Assist with City-wide revenue estimates, including evaluation of the impact of new or amended sources.

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

MINIMUM 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 staffinginfo@milwaukee.gov or sent to Box RFSS, 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. Five years of related, professional-level finance experience, including analysis, interpretation and reporting of financial data; preparation of financial statements and extensive use of spreadsheet software.
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.

DESIREABLE QUALIFICATIONS:

1. Certified Public Accountant (CPA).
2. Master's Degree in Public Administration, Business Administration or a related field.
3. Related professional certification.

Revenue & Financial Services Specialist

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Ability to analyze financial data to identify key trends and issues and to devise recommendations based on such analysis
- Knowledge of governmental accounting practices
- Ability to interpret state and local laws regarding the issuance of debt, tax incremental districts and economic development
- Strong detail and quality control orientation
- Ability to work under moderate to heavy pressure (both time and accuracy related)
- Skill in written and oral communication, including the preparation and presentation of reports.

THE CURRENT SALARY RANGE (PR1IX) is: \$73,627 to \$103,077 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 **February 8, 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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