

WATER ACCOUNTING MANAGER

Recruitment #1609-5158-001

List Type	Original
Requesting Department	DPW-WATER-BUSINESS
Open Date	10/28/2016 3:00:00 PM
Filing Deadline	11/18/2016 11:59:00 PM
HR Analyst	Nola Nelson

INTRODUCTION

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

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.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.

PURPOSE

The Water Accounting Manager directs, guides and supervises the operations of the Accounting Services Work Unit of the Milwaukee Water Works (MWW) and is responsible for overseeing the operating budget preparation for the entire Utility, including the administration of payroll activities, and for overseeing expenditure processing and control for the MWW. The Water Accounting Manager directs the Government Accounting Standards Board (GASB) and Public Service Commission of Wisconsin (PSC) principles and regulation for account methods and documentation within the Milwaukee Water Works.

ESSENTIAL FUNCTIONS

- Supervise accounting activities; outline and review office methods and procedures to conform to the Uniform System of Accounts prescribed for Public Utilities by the Public Service Commission (PSC); supervise preparation of annual financial and operating reports to the PSC; supervise preparation of the annual MWW reports and statements to be part of the City's Comprehensive Annual Financial Report (CAFR).
- Manage and direct all payroll functions including timekeeping and ensure compliance with the City of Milwaukee Salary Ordinance and all other applicable laws and regulations.
- Maintain procedures, records, statistics and any other information required for water rate analysis on a current and projected basis; make frequent reports of current and projected status and maintain all information in a manner for use as substantiating exhibits in water rate increase requests to the PSC.
- Coordinate preparation of MWW budget for submittal to proper City departments; consult with the Water Financial Manager on budget and in the preparation of Common Council resolutions requiring extraordinary fund expenditures, carryovers, etc.
- Oversee the preparation of financial and operating statements and furnish information from department cost and other records to other City departments, consulting engineers

and other MWW sections; study any special problems; follow Common Council resolutions relating to construction programs, creation of funds and positions, issuance of bonds, processing grants and other MWW matters.

- Conduct internal audits of accounts covering all revenues and expenditures and establish and coordinate accounting and reporting procedures between the Accounting Unit and all other MWW sections.
- Manage the proper use of ProCard for the department, including processing requests for new ProCard issuance, deleting users, and changing transaction/cycle limits. Arrange for training of cardholders and act as the liaison between department and Procurement Service for ProCard administration.
- Supervise the Accounting Services Work Unit, including hiring, performance evaluations, discipline and other personnel matters.

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.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

2. Five years of supervisory experience in the field of accounting or finance.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Experience in utility accounting or finance.
- Familiarity with Public Service Commission accounting or finance.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA)

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Advanced knowledge of general accounting and finance principles and practices.
- Knowledge of Public Service Commission accounting and finance practices and procedures.
- Knowledge of supervisory principles and practices.
- Ability to effectively lead and supervise staff members engaged in accounting activities, including assigning and reviewing work; setting Accounting Services Work Unit goals, policies, expectations, tasks and deadlines; monitoring employee performance; coaching, training, and team-building; and addressing employee problems.
- Ability to conduct thorough, impartial, detailed financial audits to ensure absolute accounting standards compliance.

Water Accounting Manager

- Ability to collaborate with other managers to secure data, process contracts and invoices to meet the operational needs of the utility within the City's financial system.
- Sound oral and written communication skills.
- Interpersonal skills to work effectively with diverse groups and individuals including the Comptroller, Treasurer, Public officials and the general public.
- Ability to maintain high ethical standards for self, business partners and assigned work groups.
- Ability to read, interpret and apply complex rules and regulations.
- Ability to manage accounting records, finances and books for multiple agencies and departments.
- Analytical and problem-solving skills, including the ability to analyze and report on financial data.
- Ability to utilize the Microsoft Office Suite software (e.g. Excel, Outlook, PowerPoint, Word) to analyze and present data and create correspondence.
- Detailed, accurate and highly organized.

CURRENT SALARY

The starting salary for City of Milwaukee residents is \$58,462 annually, and for non-residents is \$57,028 annually. Appointment up to \$72,492 annually for residents or \$70,713 annually for non-residents is possible, based upon qualifications and experience and with approval.

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 and Milwaukee Water Works 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 **November 18, 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.*