



TRANSFER/PROMOTIONAL OPPORTUNITY

ACCOUNTING ASSISTANT II

Department of Public Works Administrative Services Division

PURPOSE: The Accounting Assistant II performs maintenance and processing of accounts receivable/payable transactions, computes, classifies records and process vouchers for payment of invoices received from vendors for goods received by, or services performed for, the City of Milwaukee Department of Public Works.

ESSENTIAL FUNCTIONS:

Accounting Activities include, but are not limited to:

- ❖ Create vouchers for invoices received from vendors and other City departments.
- ❖ Troubleshoot and contact departments if an invalid/error budget check occurs on an invoice.
- ❖ Review ProCard information for accuracy and process vouchers for ProCard payments.
- ❖ Create purchase orders as a release against existing vendor contracts.
- ❖ Prepare accounting adjustments.
- ❖ Maintain contact to resolve and clarify billing problems.
- ❖ Enter invoices on the City's FMIS system and process for payment.
- ❖ Enter data into accounting systems for submission and record-keeping.
- ❖ Perform other 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.

THE SALARY GRADE (6HN) is: \$36,902.06 - \$ 40,836.38, annually with excellent benefits.

MINIMUM REQUIREMENTS:

1. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee.
2. Four years of office experience including at least one year performing accounting functions such as billing, processing payments and receipts, reconciling accounts, monitoring and preparing quarterly and year-end reports.

OR

A Bachelor's Degree in accounting or related field from an accredited college or university.
Equivalent combinations of education and experience may be considered.

KNOWLEDGE AND SKILLS REQUIRED:

- ❖ Knowledge of accounting terminology and concepts
- ❖ Ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff, other City departments and the public
- ❖ Ability to provide excellent customer service
- ❖ Ability to plan, organize, and accomplish work; ability to manage multiple assignments simultaneously.
- ❖ Intermediate to advanced knowledge of Accounting software; Database software; PeopleSoft systems; Internet software; Spreadsheet software and Word Processing software.

Accounting Assistant II (DPW-Admin. Serv.)

- ❖ Ability to exercise independent judgment
- ❖ Ability to prepare reports and maintain accurate records.
- ❖ Analytical and problem-solving skills.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; a written test, an interview; or other assessment methods. The Department of Employee Relations and the hiring department reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

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

Applications should be returned to Patrick Hartmann, DPW – Administrative Services Division, 841 North Broadway Avenue, Room 519, Milwaukee, WI 53202 by April 20, 2012. Receipt of applications may be discontinued any time after this date.

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EEO 603

3/27/12

ACCOUNTING ASSISTANT II