

ACCOUNTING ASSISTANT II

Recruitment #1604-0319DC-002

List Type Transfer/Promotional

Requesting Department HEALTH DEPARTMENT

Open Date 5/20/2016

Filing Deadline 6/10/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

Introduction

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

Purpose

THE LIST CREATED FROM THIS POSTING WILL BE USED TO FILL POSITIONS IN THE HEALTH DEPARTMENT AND THE PARKING OPERATIONS DIVISION OF THE DEPARTMENT OF PUBLIC WORKS

Parking Operations

The Accounting Assistant II works under the direction of the Parking Financial Manager and processes over \$40 million in invoices and revenue derived from all parking-related activities.

Health Department

The Accounting Assistant II works under the Business Operations Manager in collaboration with Human Resources preparing and processing accounting and payroll transactions.

Essential Functions

Essential Functions - Parking

- Verify and track cash sheets and revenue data for various parking financial transactions such as citation and permit payments, daily meter collections, parking garages, lot leases, towing impounds and vehicle disposals.
- Enter and maintain all cash information into spreadsheets used by management for decision-making.
- Create FMIS deposit IDs and enter accounting chain for all deposits and maintain files.
- Create accounts receivable invoices in FMIS for space or lot rental and damage claims at structures and meters.
- Accounts payable, determine accounting string, obtain signatures, track spreadsheets, enter payment in FMIS. Obtain voucher numbers upon payment.
- Track contracts - payments, length, expirations/renewals and contract payment increases.
- File all invoices from accounts payable and receivable.
- Assist in ordering and receiving supplies and equipment for the department.
- Provide back-up support for Accounting Program Assistant III.
- Provide office support for Parking Financial Manager.

Essential Functions – Health

Business Operations Support

- Maintain grant staff worksheet for payroll and mileage and distribution. Create O&M and Grant Program Account codes in FMIS. Verify grant usage in time entry system. Assist program managers with projected employee salaries for grant and budget purposes.
- Compile salary data for annual budget.
- Maintain default accounts in FMIS. Prepare accounting adjustments.
- Process Nurse License reimbursement annually.
- Process vouchers. Maintain files for vouchers, purchase orders and IRIs.
- Assist in ordering and receiving supplies and equipment for the department.
- Provide back-up support to the petty cash custodian and complete other miscellaneous accounting related activities.

Personnel and Payroll

- Process Personnel and Payroll information on HRMS. Process timecards, sick leave forms and other personnel and payroll related forms. Review accuracy and completion of documentation associated with forms. Communicate with employees and management regarding discrepancies.
- Verify, calculate and process monthly mileage reimbursements.
- Monitor probationary service and performance review reports and implement salary changes as necessary.
- Serve as liaison to City departments regarding payroll issues.
- Complete and maintain payroll related forms for other City departments.
- Prepare and maintain annual employee record of time off.
- Assist with maintenance of filing systems.
- Handle payroll processing including certification, reconciliation and documentation.
- Provide back-up support for the Personnel Payroll Assistant II.

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. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of clerical experience including at least one year performing accounting functions similar to those listed above. College-level courses may be substituted for part of the experience requirement; however, one year of accounting experience may not be substituted.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

Equivalent combinations of education and experience may be considered.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of financial management (FMIS), human resources (HRMS) and other software programs including spreadsheet and word processing.
- Knowledge of basic accounting functions such as invoice processing and account balancing and reconciliation.
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- Knowledge of basic accounting functions such as invoice processing and account balancing and reconciliation
- Knowledge of basic payroll function such as sick leave.
- Oral communication skills to clearly convey information.
- Interpersonal and customer service skills.
- Written communication skills to create business correspondence and reports.
- Ability to use advanced features of spreadsheet software.
- Ability to make advanced mathematical calculations such as percentages and basic algebra.
- Ability to work well independently and function as part of a team when necessary.
- Ability to prioritize to accomplish work by deadlines.
- Attention to detail to ensure accuracy in work and compliance.
- Ability to maintain confidentiality, ethical and sound judgment.

Current Salary

SALARY (6HN) for City of Milwaukee residents is \$37,830 annually, and the non-resident starting salary is \$36,902.

Selection Process

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works Parking Division and the Milwaukee Health Department reserve the right to call only the most qualified candidates to oral, 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.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an

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application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.