



Transfer/Promotional Opportunity **ACCOUNTING SPECIALIST**

PURPOSE: The Accounting Specialist will monitor grants financial activities through fiscal site reviews of subrecipient agencies under contract with the City. Ensure the integrity of financial records. Identify and perform internal controls matters, to determine whether financial transactions of the organization comply with applicable laws and regulations and to insure that Generally Accepted Accounting Principles (GAAP) are being followed.

ESSENTIAL FUNCTIONS:

- Perform assigned fiscal site reviews of the approximately 100 community based organizations that receive Community Development Block Grant (CDBG) and other Federal and State agencies grant funds, including complying with contract language, preparing disbursements, and analyzing expenditures.
- Ensure the integrity of financial records for contracted programs. Review financial procedures and make recommendations for improvement on record-keeping as necessary.
- Stay abreast of accounting pronouncements, practices, and trends. Read and interpret federal guidelines. Identify technical accounting issues, research accounting reference materials, identify alternative accounting treatments, and recommend specific GAAP (Generally Accepted Accounting Principles) to be applied with full documentation for management review and audit purposes.
- Assume ownership of financial controls in assigned area and monitor controls for effectiveness and improvement; alert management as appropriate, evaluate areas for new financial controls that may be necessary, and fully document all controls.
- Review unusual transactions for appropriateness and make proper notations. Evaluate transactions for patterns or changes in operating conditions and follow up with necessary changes to internal controls and procedures.
- Prepare quarterly cash reconciliations of the CDBG and other Housing and Urban Development (HUD) grants lines of credit to the City's accounting records for submission to HUD.
- Assist with the preparation of financial statements for inclusion in the City's Comprehensive Annual Financial Report (CAFR).
- Respond to inquiries by researchers, regulators, the public, and other staff.
- Produce well-organized, comprehensive documentation.
- Provide backup support for Assistant Grant Fiscal Manager on specific assignments, for the review of CDBG budgets and other financial controls.
- 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.

MINIMUM REQUIREMENTS:

1. Current status and at least 3 months of experience as a regularly appointed City of Milwaukee employee.
2. Bachelor's Degree in Accounting from an accredited college or university.
3. Two years of progressively responsible professional experience in a position involving government budgeting or program evaluation.

DESIRABLE QUALIFICATIONS:

- A Master's Degree in Accounting, Finance, or a related field.
- CPA certification.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS:

- Knowledge of contemporary accounting theory, principles, and practices.
- Knowledge of public policy principles and practices.
- Effective research skills, including the ability to analyze complex issues and formulate recommendations.
- Honesty and integrity, as well as the expectation that confidentiality will be maintained regarding all personnel, programmatic, and financial matters.
- Excellent oral communication skills, including the ability to explain financial concepts and procedures to non-accountants.
- Ability to write clear and concise business letters, memos, reports, and other documents.
- Ability to work independently.
- Ability to exercise sound judgment.
- Ability to effectively manage multiple priorities and work within tight time constraints.
- Ability to work effectively with multi-cultural, multi-disciplinary staff, City officials, and representatives of other departments and agencies.
- Ability to effectively supervise and provide guidance to staff, including assigning and reviewing work; setting priorities, expectations, and deadlines; providing training; addressing employee problems; giving feedback; and monitoring performance.
- Advanced proficiency with spreadsheets and databases, knowledge of computerized financial systems, and the ability to create interfaces, perform downloads, and build tables.

THE CURRENT SALARY RANGE (2GX) 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: 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 reserve the right to call only the most qualified candidates to oral exams, performance test, 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 Claudia Orugbani, Comptroller—Revenue and Cost Division, 200 East Wells Street, Room 404, Milwaukee, WI 53202-3554 by **May 18, 2012**. Receipt of applications may be discontinued any time after this date.