

PLEASE POST



TRANSFER/PROMOTIONAL OPPORTUNITY
Management Accounting Specialist-Senior
(Office of the Comptroller)

THE PURPOSE: The main purpose of this position is to administer the accounting for all of the City's capital grant programs and various operating grant programs. The person in this position bears responsibility for the accounting and reporting of expenditures approximating \$15 million per year.

ESSENTIAL FUNCTIONS:

❖ **Grant administration:**

- Oversee proper accounting for Capital Grants in accordance with the City's capital guidelines and federal and state requirements in order to maximize reimbursements to the City.
- Maintain continuous communications with the Department of Public Works engineers and accountants to enforce the close out of Capital projects in order to provide possible reduction in future Capital budgets.
- Enforce accounting policies and procedures for various operating grants in accordance with the City's guidelines and Grantor requirements to ensure continued receipt of grant funding.

❖ **Financial Reports:**

- Prepare financial reports and reimbursement requests to ensure full reimbursement of Capital grant costs of over \$10 million per year, a process that can be very complex due to the differing cost sharing ratios and number of projects involved.
- Work closely with the City Engineer's staff to provide the financial support necessary to ensure full recovery of their incurred costs.
- Review financial reports and reimbursement requests prepared by other City departments to ensure accuracy and consistency with operating grant reimbursement agreements.

❖ **Review:**

- Audit Common Council resolutions, cooperation agreements, and contracts prior to Comptroller's Signature, and review grant budgets to ensure clarity, accuracy, and compliance with City's procedures. Also verify that grant funds are properly encumbered.

❖ **Financial Statements:**

- Perform year end closing activities including analysis, reconciliation, accruals, financial statements, and supporting schedules in a timely and accurate manner as necessary to complete the City's Comprehensive Annual Financial Report and Single Audit Report.

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. A Bachelor's Degree from an accredited college or university with major coursework in accounting.
2. Two years of professional accounting experience.
3. Current status as a regularly appointed City of Milwaukee employee.
4. Residency in the City of Milwaukee throughout employment.

DESIRABLE QUALIFICATIONS:

- CPA certification.
- Experience using a computerized accounting system, ideally PeopleSoft software for financials.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of contemporary accounting theory, principles, and practices.
- Proficiency using spreadsheet software.
- Demonstrated problem-solving, analytical, and mathematical skills.
- Honesty and integrity.
- The ability to work in a self-directed and well-organized manner.
- Excellent oral and written communication skills, particularly the ability to convey technical information clearly and concisely.

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CURRENT SALARY RANGE (006) IS: \$47,264.10 to \$66,175.98 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

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, written tests, 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, 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.

All completed application materials should be returned to Claudia Orugbani, Office of the Comptroller, City Hall, Room 401 by December 9, 2005.

An **APPLICATION** and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, City Hall, 200 East Wells Street, Room 706, Milwaukee, WI 53202-3554, by visiting the City's web site (www.milwaukee.gov/der), or by calling 414.286.3751.

#05-113TR – MMC (CKS)

11/14/05

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