

# ACCOUNTING AND GRANT SPECIALIST

Recruitment #1802-4020-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	3/2/2018 8:00:00 AM
<b>Filing Deadline</b>	3/23/2018 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

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## INTRODUCTION

**\*\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY \*\***

## PURPOSE

Under the direction of the Police Budget and Administration Manager, the Accounting and Grant Specialist provides professional accounting, internal control oversight, and financial management services for MPD grants and Special Assignment Reimbursement Agreements, Harbor Patrol Reimbursements, Special Purpose Accounts, and Special Evidence Funds Accounts. The Accounting and Grant Specialist also assists with MPD budget preparation, performs general accounting work, and oversees two accounting positions.

## ESSENTIAL FUNCTIONS

### Financial Administration of Grants and Reimbursement Agreements

- Design and implement procedures to monitor financial grant activity to ensure compliance with governmental regulations.
- Administer MPD Grants and Special Assignment Reimbursement Agreements using the Amplifund Grant Management System (AGMS), and create and maintain spreadsheets for analysis and forecasting.
- Prepare and implement proper budget, accounting, and audit functions to ensure that financial controls and systems are in place to support MPD's grant and agreement programs; verify that proper spending authority, accounting

controls and coding, and implementation controls are in place to ensure compliance.

- Prepare grant and agreement budget revisions and amendments.
- Maintain current knowledge of city, state, and federal regulations and procedures concerning grant awards.
- Review and oversee all grant and agreement reimbursement requests.
- Prepare Common Council resolutions for grants, agreements, and Special Purpose Accounts.
- Review and approve financial and expenditure reports for federal, state, and local grants.
- Monitor grants and agreements; resolve accounting and reporting issues; prepare status reports; identify problems; and field questions from other MPD divisions, project managers, grantors, and auditors.
- Oversee maintenance of the grant inventory database, and monitor the performance of physical inventories taken on grant-related equipment as required by city, state, and federal guidelines.

### **Special Accounts, General Accounting, and Lead Worker Responsibilities**

- Liaise with the Office of the Comptroller for the City's annual single audit engagement related to MPD grants.
- Monitor and reconcile for proper allocation all revenue received by the MPD.
- Provide guidance in the resolution of accounting problems identified by budget staff or other MPD employees.
- Oversee MPD's Procard purchases for compliance with the City's Procard purchasing guidelines.
- Assist the Budget and Administration Manager with data compilation related to budget development and tracking.
- Administer several Special Accounts (e.g., Harbor Patrol Reimbursements and the Special Evidence Fund) to track budget performance and compliance with city, state, and federal regulations.
- Serve as a lead worker for one accounting assistant and one accountant.

*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 City of Milwaukee employee, having successfully completed a probationary period for a civil service position.

2. Bachelor's degree in accounting, business administration, or a closely related field from an accredited college or university.
3. Three years of professional (post-degree) governmental accounting or financial experience.

*Equivalent combinations of education and experience may also be considered.*

**IMPORTANT NOTE:** *To receive credit for 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 submitted 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.*

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of the principles and practices of governmental accounting, budgeting, and the analysis and reporting of financial data.
- Ability to master grant accounting and learn related state and federal grant procedures.
- Commitment to keeping up-to-date with best practices in accounting.
- Ability to read and interpret complex work-related documents such as manuals, policies, procedures, and reports.
- Knowledge of mathematics and the ability to make accurate calculations.
- Proficiency using computer applications such as spreadsheet, word processing, and database; ability to use accounting and grant management programs.
- Written communication skills to be able to produce reports, memos, letters, and other documents.
- Oral communication skills to be able to clearly explain technical concepts to non-technical customers.
- Ability to work effectively in a quasi-military environment with coworkers, City officials, representatives from outside agencies, and the public, including anyone whose background differs from one's own.
- Ability to make assignments and provide direction to accounting staff.
- Critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.
- Planning, organizational, and time management skills to be able to meet deadlines.
- Honesty, integrity, and adherence to strict guidelines for professionalism and ethics in accounting.

## **CURRENT SALARY**

The current salary range (Pay Range 2HX) for City of Milwaukee residents is \$54,865-\$76,806 annually, and the non-resident salary range is \$53,519-\$74,922. *Appointment will be made in accordance with the provisions of the salary ordinance.*

## 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 Milwaukee Police 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 who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 202*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*

**Click on a link below to apply for this position:**

**Fill out the Application NOW using the Internet.**

Apply Online

