

ACCOUNTANT I/II

Recruitment #2010-0307DC-002

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ADMIN
Open Date	12/18/2020 2:40:00 PM
Filing Deadline	1/8/2021 11:59:00 PM
HR Analyst	Jeff Harvey

[Go Back Apply](#)

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Accountant I/II provides professional accounting and related financial management services in the management of the State and Federal Aid funded and local funded paving and bridge projects.

Eligible candidates who successfully complete the selection process will be placed on the highest level eligible list for which they qualify.

ESSENTIAL FUNCTIONS

Accountant I and Accountant II:

- Monitor local and grant related accounts to ensure that projects are fully funded for work orders, contracts, and change orders for both City Contracts and State and Federal Aid Projects.
- Review and pay invoices for streets, sewers, and bridges. Resolve any problems with vendors.
- Monitor service contracts, equipment purchases and reimbursable accounts.
- Complete retrievals in PeopleSoft and prepare analyses of local and grant projects for engineers.
- Process all necessary transfers required to close out local and grant related projects.

Accountant II:

- Review and verify funding information on resolutions prepared by project engineers prior to submitting the resolution to the Legislative Reference Center.
- Prepare City invoices, reimbursement requests and Local Force Account (LFA) Cost Summary reports to be in compliance with grant requirements and guarantee full reimbursement of all eligible costs from grantor.
- Analyze and process contract payments, change orders, and close outs.
- Complete annual Lift Bridge report, annual Highway Aid report, and Local Road Improvement Program (LRIP) Management report.
- Monitor work order status for grant related projects.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

Accountant I and Accountant II:

1. Bachelor's degree in accounting from an accredited college or university.

Accountant II:

2. One year of full-time accounting experience.

Equivalent combinations of education and experience may be considered.

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 will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Familiarity with PeopleSoft FMIS and Microsoft suite software.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of generally accepted accounting principles (GAAP), accounting theory and practice.
- Knowledge of the accounts payable principles and processes.
- Analytical skills to assess and resolve complex financial situations.
- Interpersonal skills and customer service skills to work with diverse individuals inside and outside the organization.
- Written communication skills to prepare clear and concise business correspondence and reports.
- Attention to detail to ensure accuracy for accounting transactions and activities.
- Ability to work cooperatively and effectively with coworkers and residents whose backgrounds may differ from one's own.
- Ability to read, interpret and apply complex rules and regulations.
- Ability to use office equipment, including telephones, computers, copiers and fax machines.
- Ability to exhibit exemplary professionalism.
- Ability to work with computerized accounting systems, spreadsheets, and access databases.
- Ability to use the appropriate mathematical methods or formulas to complete work assignments.
- Ability to read and interpret job related material.
- Ability to communicate orally and in writing to effectively convey information.
- Ability to listen to others actively. Ability to identify problems and develop and implement effective solutions.
- Ability to work both independently and in a team environment.
- Ability to organize, prioritize and complete work assignments using effective time management skills.

CURRENT SALARY

Accountant I:

The current salary range (2CN) is \$46,347-\$55,825, and the resident incentive salary range for City of Milwaukee residents is \$47,738-\$57,500. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

Accountant II:

The current salary range (2DN) is \$47,095-\$59,498, and the resident incentive salary range for City of Milwaukee residents is \$48,508-\$61,283. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

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 reserves 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.

INITIAL FILING DATE - The examination will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in 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.