

ACCOUNTANT III

Recruitment #1907-4578-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ADMIN
Open Date	7/11/2019 2:45:00 PM
Filing Deadline	8/1/2019 11:59:00 PM
HR Analyst	Deidre Steward

[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.

PURPOSE

Under the general direction of the Business Operations Manager, the Accountant III manages accounting for the state and federal aid funded and local funded paving and bridge projects and sewer projects. The Accountant III prepares grant reimbursement requests, analyzes state progress reports, manages contracts and prepares reports on special studies as requested.

ESSENTIAL FUNCTIONS

- Monitor local and grant related accounts to ensure that projects are fully funded for work orders, contracts and change orders for city contracts and state and federal aid projects.
- 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 LFA (Local Force Account) cost summary reports to be in compliance with grant requirements to guarantee full reimbursement of eligible costs from the grantor.
- Review and pay invoices for streets, sewers, and bridges.
- Resolve any problems with vendors. Monitor service contracts, equipment purchases and reimbursable accounts.
- Process all necessary transfers required to close out local and grant related projects.
- Complete retrievals and analysis of projects necessary to prepare monthly status reports on local and grant related projects for the engineers.
- Analyze and process contract payments, change orders, and close outs. Complete annual lift bridge report, annual highway aid report, and LRIP (local roads improvement program) management report.
- Monitor work order status for grant related projects.

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. Bachelor's degree in accounting from an accredited college or university.
2. Two years of professional, full-time accounting experience.

IMPORTANT NOTE: 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 attached 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 Generally Accepted Accounting Principles (GAAP) and practices.
- Knowledge of accounting principles and familiarity with automated and manual accounting processes.
- Knowledge of grant principles and practices.
- Proficiency using standard computer software and programs such as word processing, spreadsheet, and financial software system and database.

- Oral communication skills to convey technical information to both other financial professionals and to those outside the profession.
- Interpersonal and customer service skills.
- Written communication skills to prepare clear and concise business correspondence and reports.
- Analytical skills to gather, research and review information to determine trends and offer solutions.
- Ability to read, interpret and apply complex rules and regulations.
- Ability to think critically and analytically to problem-solve, make decisions and use sound judgement.
- Ability to work independently and function as part of a team when necessary.
- Attention to detail to ensure accuracy in work and compliance.
- Ability to review the work of others.
- Ability to exhibit exemplary professionalism.

CURRENT SALARY

The current salary range (2GX) is \$51,469-\$72,063 annually, and the resident incentive salary range for City of Milwaukee residents is \$53,013-\$74,225. *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/Benefits2019>.

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 **Thursday, August 1, 2019**. 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.