

ACCOUNTANT III

Recruitment #2103-4578-001

List Type	Original
Requesting Department	DPW - WATER DEPARTMENT
Open Date	3/4/2021 08:00:00 AM
Filing Deadline	3/25/2021 11:59:00 PM
HR Analyst	Deidre Steward

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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.

This position will be filled at the level of Accountant III (PG 2GX), Accountant II (PG 2DN), or Accountant I (PG 2CN) depending upon the qualifications of the candidate and the needs of the Milwaukee Water Works (MWW). Eligible candidates who successfully complete the selection process will be placed on the highest level eligible list for which they qualify. The eligible lists resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE

The Accountant III serves as the lead worker for the accounting staff of the MWW in the following specialty areas: generally accepted accounting principles (GAAP) accounting, audits, the Comprehensive Annual Financial Report (CAFR), accounting for debt service, grants, and budgeting.

ESSENTIAL FUNCTIONS

Accounting and Reporting

- Prepare the basic annual financial statements: Statement of Net Position, Statement of Revenues, Expense and Changes in Fund Net Position, and Statement of Cash Flows.
- Work with the Budget Office and Legislative Reference Bureau staff to coordinate, assemble, and submit the department's budget and other required documentation.
- Assist in the preparation of the department's annual budget, including assembling backup documents and work papers; serve as the primary contact for departmental managers and other City departments.
- Process the MWW Safe Drinking Water (SDW) Loan applications and follow up with all required submittals, documentation, and recordkeeping on e-grants.
- Prepare monthly spending reports comparing section budgets with year-to-date expenditures and other operational reports. Maintain work papers and support for these reports. Supply additional information to assist managers in analyzing spending patterns and variances.
- Prepare cash flow estimates and related information for rate increase proposals and other analysis and reporting topics.
- Maintain all petty cash work papers and support for MWW petty cash funds and complete semi-annual reports. Process replenishment requests. Act as custodian for the Business Section's petty cash fund.

Audit and Review

- Work with the Comptroller's Office staff to assemble, coordinate, and submit both the department's audit report and portions of the City's Comprehensive Annual Financial Report (CAFR).
- Prepare and coordinate the development of the department's audit work papers and act as a liaison for auditors.
- Prepare and coordinate the development of the MWW General Obligation loans and other grant work papers, and work with other city departments and managers to ensure complete reporting for loans and grants.

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

1. **Accountant I, II, and III:** Bachelor's Degree in accounting from an accredited college or university.

2. **Accountant II:** One year of full-time equivalent professional accounting experience.

Accountant III: Two years of full-time equivalent professional accounting experience.

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 attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

DESIRABLE QUALIFICATIONS

- Public utility accounting experience.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge

- Knowledge of generally accepted accounting principles (GAAP) and accounting theory and practice.
- Knowledge of accounting standards for government entities such as the Government Accounting Standards Board (GASB).
- Knowledge of financial management and other software programs, including spreadsheet and word processing.
- Knowledge of mathematics and basic statistical tools such as mean, median, and variance.
- Knowledge of grant processing practices and principles.
- Ability to analyze and develop budgets.
- Ability to develop and run periodic and ad hoc reports.
- Ability to research new accounting developments and translate implications of adoption and implementation.

Communication and Interpersonal Skills

- Oral communication skills to clearly convey technical information to various audiences.
- Interpersonal and customer service skills to communicate effectively with different levels of personnel inside and outside the organization to explain

budget requirements, spending reports and variances, and the status of loan applications.

- Ability to use tact and diplomacy when interacting with the public, elected officials, and employees of the City.
- Written communication skills to create business correspondence and reports and write footnotes to financial statements.
- Ability to work well independently and to function as part of a team.
- Ability to work in a collaborative environment with people whose backgrounds may differ from one's own.

Critical Thinking and Planning Skills

- Analytical skills to research and review information to determine trends and variances and offer solutions.
- Problem solving skills to consult with managers about how to analyze their budget versus spending patterns.
- Ability to prioritize assignments to accomplish work by deadlines.
- Attention to detail to ensure accuracy in work and compliance.

Lead Worker Skills and Professionalism

- Ability to assign and review the work of others.
- Ability to provide clear instructions and on-the-job training to team members.
- Honesty, ability to adhere to fundamental principles of ethical behavior for accountants, and ability to maintain confidentiality.

CURRENT SALARY

Accountant III: 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.

Accountant II: The current salary range (2DN) is \$47,095-\$59,498 annually, and the resident incentive salary range for City of Milwaukee residents is \$48,508-\$61,283.

Accountant I: The current salary range (2CN) is \$46,347-\$55,825 annually, 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.

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: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Thursday, March 25, 2021**. 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 may 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

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