

ACCOUNTING ASSISTANT II

Recruitment #1905-031961-001

List Type	Original
Requesting Department	EMPLOYES' RETIREMENT SYSTEM
Open Date	5/10/2019 4:07:00 PM
Filing Deadline	5/31/2019 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 brings 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 direction of the Chief Financial Officer, the Accounting Assistant II is responsible for ensuring the timely and accurate record keeping of 15,000 active and deferred members of the retirement system.

ESSENTIAL FUNCTIONS

- Produce accurate financial and member information for the Employees' Retirement System (ERS) actuary and produce the annual employee pension earnings and statements.
- Reconcile bi-weekly payroll of member agencies as assigned, including contributions, earnings, member demographic data and agency generated errors.
- Prepare preloads and maintain controls over the posting of interface files from assigned agencies.

- Research all errors. Correct suspended interface file transactions and, where necessary, correspond with agencies to gather additional information. Follow-up with agencies to make sure questions are answered in a timely manner. Review agency answers and correct errors in a timely manner.
- Monitor the collection of member contributions and verify that overpayments/underpayments of contributions are reconciled.
- Process manual agency adjustments and assist the program assistant with posting adjustments from other agencies.
- Maintain status of members in Milwaukee Employees' Retirement Information Technology Systems (MERITS) to reflect personnel actions reported by agencies, including resignations, terminations, leaves, layoffs, etc. Follow-up with agencies to request documentation supporting reported personnel actions when required.
- Assist with the annual actuarial valuations by providing and researching data, including data relative to active members, deferred members, retirements, withdrawals and deaths.

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. Four years of clerical experience including at least one year performing accounting functions including financial record keeping and account reconciliation. College-level courses may be substituted for part of the experience requirement; however, one year of financial records keeping and account reconciliation experience may not be substituted.

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.

Equivalent combinations of education and experience may be considered.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of Generally Accepted Accounting Principles (GAAP).

- Knowledge of basic accounting functions such as account balancing and reconciliation.
- Knowledge of accounts receivable processes.
- Knowledge of mathematics and the ability to make accurate calculations.
- Oral communication skills to clearly convey information.
- Proficiency in using standard computer software and programs such as spreadsheet, word processing, and financial software system and database.
- Written communication skills to create business correspondence and reports.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available.
- Attention to detail to ensure accuracy in work and compliance with laws, regulations and guidelines.
- Ability to maintain composure and work accurately and efficiently in high pressure situations.
- Ability to work well independently and function as part of a team when necessary.
- Ability to work cooperatively and effectively with employees, agencies, management, ERS actuaries and other support personnel whose backgrounds may differ from one's own.
- Ability to maintain confidentiality.
- Ability to remain professional at all times.
- Ability to exercise tact and diplomacy.
- Initiative, honesty and integrity.

CURRENT SALARY

The current starting salary (Pay Range 6HN) for City of Milwaukee residents is \$37,830 annually, and the non-resident starting salary is \$36,902.

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: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserve 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 **Friday, May 31, 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 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.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 603

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