

ACCOUNTING DIRECTOR

ACCOUNTS DIRECTOR Recruitment #2007-5385-001

List Type	Original
Requesting Department	COMPTROLLER
Open Date	8/5/2020 3:30:00 PM
Filing Deadline	8/26/2020 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.

PURPOSE

The Accounting Director manages the City's general accounting, which includes day to day transactional accounting, financial reporting and the preparation of the annual CAFR (Comprehensive Annual Financial Report) and the annual audit.

ESSENTIAL FUNCTIONS

- Oversee and manage divisions of General Accounting and Revenue and Cost including daily involvement with and close monitoring of the financial statement audit and annual single audits.
- Recommend and implement improvements and goals related to reporting, closing, and all audit related processes on an annual basis; manage and oversee work priorities for both divisions and review related work products.
- Ensure timely and accurate financial reporting; including managing the Revenue and Cost Division which is in charge of fiscal compliance with grants the City receives from the State and Federal government.
- Administer and advise the City relative to the Comptroller's Office and the City's financial policy objectives and procedures through advisory seat assignments to boards, committees, inter-departmental work groups and through correspondence with the public, City management, alderpersons and consultants.
- Serve as the Special Deputy Comptroller assuming the Comptroller's seat when needed, including reviewing and executing correspondence to outside offices; assist in conducting all other business needs of the Office.
- Analyze and recommend Citywide accounting policies.
- Facilitate personnel matters for the divisions under purview, including evaluations and disciplinary actions.

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, finance, business administration or a closely related field from an accredited college or university.
2. Five years of management-level experience in the field of accounting or auditing within or as a service to moderate to large scale governmental operations or similar institutional agencies.
3. Certification in one of the following: Certified Public Accountant (CPA) certification, Certified Management Accountant (CMA), CPA candidacy or Certified Public Finance Officer (CPFO).

Equivalent combinations of education and experience may also be considered.

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

DESIRABLE QUALIFICATIONS

- Master's degree in accounting, finance, business administration or a closely related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Expert level of Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) internal controls and financial reporting.
- Broad understanding of the principles and practices of governmental accounting and finance.
- Strong analytical skills, including the ability to assess accounting processes and recommend and implement better methods for team to improve financial reporting either intra department or city wide.
- Knowledge of mathematics and ability to make accurate calculations.
- Leadership and supervisory skills, including the ability to hire and train employees, coordinate and direct work, appraise performance, and coach and counsel employees.
- Ability to employ innovative approaches to meeting and resolving assignments and critical issues.
- Ability to build a successful team through effective hiring, management, training and coaching.
- Ability to motivate a team to accomplish accurate and timely reporting.
- Excellent organization skills to plan and accomplish work.
- Ability to implement and ensure that annual and long-term performance goals are met.
- Ability to use standard computer software and programs such as word processing, spreadsheet and databases to create documents and prepare reports.
- Ability to learn City management systems PeopleSoft's Financial Management Information System (FMIS) and Human Resources Management System (HRMS).
- Ability to read and interpret complex accounting documents, laws, and policies.
- Proficient in writing clear and concise reports, preparing presentations and must possess the ability to speak in public settings.
- Ability to work effectively under pressure while handling multiple tasks.
- Ability to work effectively in a diverse, collaborative, team-oriented environment.
- Ability to maintain complete confidentiality; demonstrate honest, ethical behavior; and use sound judgment.
- Commitment to professional development and staying abreast of best practices in governmental accounting.
- Demonstrate an ability to identify and provide retention strategies to ensure a diverse workforce.
- Promote an inclusive work environment by supporting employee-initiated initiatives, resource development and Employee Resource Groups (ERGs) that support initiatives promoting broader learning that is diverse and inclusive.
- Professionalism, dependability, integrity and a positive, team-oriented attitude.

CURRENT SALARY

The current salary range (1KX) is \$85,757-\$120,064 annually, and the resident incentive salary range for City of Milwaukee residents is \$88,330-\$123,666. *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 **Wednesday, August 26, 2020**. 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 101

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