

ACCOUNTING & GRANT SPECIALIST

Recruitment #1809-4020-002

List Type	Original
Requesting Department	HEALTH DEPARTMENT
Open Date	11/2/2018 4:30:00 PM
Filing Deadline	11/26/2018 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

What Milwaukee can offer YOU

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 and Grant Specialist is responsible for monitoring the Health Department's numerous grants, including working with program managers to keep their grants in budget. This position also assists the Business Operations Manager in implementing, planning, and supervising departmental accounting and budgeting activities for the Health Department grants.

ESSENTIAL FUNCTIONS

BUDGETING AND FINANCE ACTIVITIES:

- Plan and implement budget schedules for all grant programs.
- Create and maintain a variety of grant databases and financial information for analysis and forecasting.
- Coordinate budget development activities with divisions and programs.

- Develop, design and implement procedures to monitor grant budget performance and compliance with city, state, and federal regulations.
- Prepare budget revisions and amendments as required.
- Assist in the preparation of the Department's annual budget.
- Maintain up-to-date knowledge of all city, state, and federal procedures and regulations concerning grant awards of the department.
- Audit Common Council resolutions, grant analysis forms, grant budget forms, contracts and agreements for grants prior to final signature.
- Participate in funding coordination activities between budget and human resource functions.
- Under direction of the Business Operations Manager, ensure the proper charging of labor to the grants.
- Work with the Business Operations Manager to prepare common council files and resolutions for grants.
- Coordinate and implement various administrative and financial policies and procedures.
- Prepare various cost studies and reports.
- Answer questions from other divisions, departments, grantors and auditors.

ACCOUNTING ACTIVITIES:

- Provide accounting, prepare and submit financial and expenditure reports for CDBG and other grants.
- Monitor grants, resolve accounting and reporting issues as necessary; prepare budget-versus-actual status reports for use by grant managers as requested, identify issues, concerns and problems and communicate with grant managers, grantors, and auditors.
- Act as primary point of contact for all departmental staff receiving grant funding to ensure appropriate reports are filed, monitor/tracking requirements are being met, extensions are filed, and established controls are in place to ensure all grant requirements are being met.
- Provide guidance and assistance in the resolution of accounting problems identified by staff, other divisional employees or auditors.
- Act as primary point of contact in support to the City Comptroller's Office for the City's annual single audit engagement as it relates to Health Department grants.
- Analyze and reconcile grant transactions to ensure timeliness, accuracy, consistency and completeness.

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 business, economics, accounting, or a closely related field from an accredited college or university.
2. Three years of professional accounting or financial experience.

NOTE: Equivalent combinations of education and experience may also 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 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. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

- Certified Public Accountant (CPA).
- Public accounting or grant accounting experience.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the principles and practices of governmental accounting, budgeting, and the analysis and reporting of financial data.
- Ability to master grant accounting and learn related state and federal grant procedures.
- Commitment to keeping up-to-date with best practices in accounting.
- Knowledge of mathematics and the ability to make accurate calculations.
- Proficiency using computer applications such as spreadsheet, word processing, and database; ability to use accounting programs.
- Ability to read, analyze and interpret complex job-related documents, information, policies and procedures.
- Ability to speak with others to convey information, both technical and non-technical, clearly and effectively.
- Excellent written communication skills; ability to produce reports, memos, letters, and other documents.

- Effective oral communication skills. Ability to work effectively across all levels of staff, including coworkers, City officials, representatives from outside agencies, and the public.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.
- Planning, organizational, and time management skills.

CURRENT SALARY

SALARY The current salary range (pay range 2HX) for City of Milwaukee residents is \$54,865 - \$76,806 annually and the non-resident salary range is \$53,519 - \$74,922 annually. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- 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 <http://city.milwaukee.gov/Benefits2018>.

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 **November 26, 2018**. 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

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