

ACCOUNTANT I

(Milwaukee Police Department)

PURPOSE: The Accountant I performs various duties at a professional level in the Budget and Finance Division related to general fund accounting, purchasing, grants, accounts payable processing, and cash receipts. The person in this position also serves as a lead worker for accounting and office assistants.

ESSENTIAL FUNCTIONS:

- Performs account reconciliation and analysis.
- Monitors and analyzes grants.
- Generates billings and reports.
- Assists department members through the purchasing process, including monitoring requisitions and purchase orders.
- Creates cash receipt schedules and entries.
- Serves as a lead worker for two accounting assistants and one office assistant.
- Performs other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) Of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in accounting, finance, business administration, or a related field from an accredited college or university.

Equivalent combinations of education and experience may also be considered.

2. Residence in City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Experience in accounting performing duties related to this position.
- Certified Public Accountant (CPA) designation.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- General knowledge of contemporary accounting theory, principles, and practices.
- Knowledge of mathematics and ability to perform accurate calculations.
- Ability to use a computerized accounting system as well as spreadsheet and word processing programs.
- Oral communication skills.
- Ability to write clear and concise business correspondence.
- Analytical and problem-solving skills.
- Honesty and integrity.
- Ability to provide satisfactory customer service.
- Ability to work in a team environment as well as serve in a lead worker capacity, assigning tasks and directing the work of assistants.
- Ability to effectively organize, prioritize and complete work.

CURRENT SALARY (SG 545, 2006 RATES) IS: \$42,594-\$48,825 annually. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training 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.

The examination will be held as soon as practical after **July 30, 2010**. 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 by mail of the date, time and place of the examination.