

ACCOUNTING ASSISTANT II

Milwaukee Water Works (MWW)

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: This position is responsible for performing various payroll, accounts payable and general accounting functions for the Accounting, Rates and Finance Section of the Milwaukee Water Works.

ESSENTIAL FUNCTIONS:

40% Payroll:

- Create and maintain employee personnel records on the City's Human Resources Management System (HRMS).
- Edit payroll time entry on the City's Time Entry system for designated locations and prepare adjustments as needed.
- Maintain and update bi-weekly absence analysis book, time owed and allowed reports for assigned locations and respond to inquiries from employees, Department of Employee Relations, Comptroller's and other departments. Run HRMS queries to provide management, auditors, etc. with various types of personnel information.
- Set up time entry and/or approval authorization, new payroll location, account codes, project numbers, etc. on HRMS and Time Entry System.

50% Contracts/Accounts Payable:

- Process construction project payments from Water Engineering and Construction Engineering and other contract payments on the City's FMIS system.
- Work with the contract accountant to ensure fund availability to process payments, change orders or amendments.
- Maintain contract files including change orders and contract voucher files and respond to telephone inquiries from contractors, DPW-Contract Administration, Comptrollers' or other MWW's staff regarding payments.
- Encumber contracts or contract Purchase Orders (POs) before they go to the Comptroller's Office for signature. Account for contract retainage.
- Process safety shoe allowance payments and maintain record of same. Respond to inquiries from vendors, managers, employees or other staff members from DPW regarding safety shoes.

10% Sundry Accounts Receivable and Other

- Generate and send sundry billings for hydrant and pavement damages, emergency hose connections and other miscellaneous services. Work with the Water Claims Specialist regarding damages. Police reports received, etc.
- Distribute field, interdepartmental and outside mail.
- Create voucher files and transfer outdated files to Water Works' storage facilities.
- Perform other 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 QUALIFICATIONS:

1. Four years of progressively responsible office experience including at least one year performing accounting functions such as billing, processing payments and receipts, reconciling accounts, monitoring and preparing quarterly and year end reports. An associate degree in accounting may substitute for two years of this experience.
 - **IMPORTANT NOTE: If college courses are used to substitute for experience, college transcripts are required and must be received within three business days after the application period closes. College transcripts may be either**

Accounting Assistant II (DPW-Water Works)

attached to the application; *OR*, sent to staffinginfo@milwaukee.gov; *OR*, sent to **Box AA2, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202**. **Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.**

- **NOTE:** Equivalent combinations of education and experience may be considered.

2. Residency in the City of Milwaukee within 6 months of appointment and throughout employment

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of accounting terminology and concepts
- Knowledge of accounts payable processes
- Knowledge of math and ability to perform accurate calculations for payroll adjustments and accounts payable.
- Skill in using computer programs, accounting software, computerized spreadsheets and databases
- Be highly detailed and accurate in dealing with pay practices, coding, and review of payroll data entry and records.
- Ability to communicate information and ideas orally
- Ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff, other city employees, and the public
- Ability to work as a member of a team and display tact and diplomacy when dealing with employees and supervisors within MWW and other City departments, as well as external customers.
- Must be able to work under pressure and meet strict deadlines.

SALARY RANGE (6HN) is \$36,902 to \$40,836 annually with excellent benefits.

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.

The examination will be held as soon as practical after **June 28, 2013**. 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. 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.

APPLICATIONS and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

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