

EMPLOYES' RETIREMENT SYSTEM CHIEF FINANCIAL OFFICER

Recruitment #1707-5562-001

List Type	Original
Requesting Department	EMPLOYES' RETIREMENT SYSTEM
Open Date	8/25/2017 12:30:00 PM
Filing Deadline	9/15/2017 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 ERS Chief Financial Officer supervises the staff and operations of the accounting and finance department, including the development and management of a \$24 million annual budget and the accounting and preparation of financial statements associated with a multi-billion dollar investment fund, ensuring that standard accounting principles are followed in the management of ERS financial records.

ESSENTIAL FUNCTIONS

- Directly supervise and interact with all levels of ERS and City wide staff, including retirees, senior management, and the ERS Board.
- Provide the latter senior management and ERS Board with the relevant financial data necessary for budgetary and financial (other than investment) decisions.

- Supervise and coordinate the activities of employees in the accounting department, manage employer reporting, benefit calculations and retiree payroll.
- Develop and manage the budget including disbursement.
- Provide leadership, mentoring and supervision to all staff; train, motivate, and evaluate assigned staff; review progress and direct changes as needed.
- Assure that assigned areas of responsibility are performed within budget; supervise and/or perform cost monitoring and control activities, monitor revenues and expenditures to ensure sound fiscal control in accordance with policies adopted by the Annuity and Pension Board and efficient use of budgeted funds-while at the same time ensuring timely completion of all work assigned to the organization.
- Determine work procedures, prepare work schedules and establish and improve operational efficiencies to include the day-to-day operations.
- Coordinate and develop the annual budget and monitor expenditures throughout the year.
- Prepare executive summaries, progress reports, and annual summaries for senior management, sub-committees, and the ERS Board.
- Coordinate with City departments, member agencies, and service providers on issues related to Trust administration.

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, Business Administration, Finance or a closely related field from an accredited college or university.
2. At least five years of progressively responsible experience in governmental accounting, internal control procedures, payroll, contribution and accounts payable functions, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB).
3. Certified Public Accountant (CPA) certification or CPA candidacy.

Equivalent combinations of education and experience may also be considered.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of governmental accounting, including internal control procedures; payroll, contribution and accounts payable, GAAP and GASB standards.

- Knowledge of tax regulations; familiarity with tax reporting.
- Ability to use accounting systems and standard office software applications such as word processing and spreadsheet.
- Oral and written communication skills to positively represent the department to individuals and groups both large and small.
- Ability to read, interpret and write executive summaries for senior management, City staff, sub-committees and the ERS Board.
- Ability to effectively motivate and lead a large team of professionals.
- Ability to create and maintain good working relationships with all levels of City government, including board members, elected officials, support staff, and outside vendors and consultants.
- Strong analytical and problem-solving skills.
- Ability to handle multiple projects with varying deadlines.
- Ability to exercise tact and diplomacy.
- Ability to represent the department honestly and ethically as well as to maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range IIX) for City of Milwaukee resident is \$75,478-\$105,669 annually, and the non-resident salary range is \$73,626-\$103,077. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval by the Finance & Personnel Committee of the City's Common Council.*

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 <http://city.milwaukee.gov/Benefits2017>.

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 and the Employees' Retirement System (ERS) 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, September 15, 2017**. 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

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