

# PORT FINANCE OFFICER

Recruitment #1506-5038-001

**List Type** Transfer/Promotional

**Requesting Department** PORT OF MILWAUKEE

**Open Date** 6/12/2015

**Filing Deadline** 7/6/2015 11:59:00 PM

## **INTRODUCTION**

**THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY.**

## **PURPOSE**

The Port Finance Officer serves as a member of the Port's management leadership team and reports to the Municipal Port Director. This position provides a wide range of financial services for the Port of Milwaukee, including preparing capital and operating budgets, coordinating and administering grants and required reports, and coordinating personnel and procurement activities and functions.

## **ESSENTIAL FUNCTIONS**

- Provide management and oversight of the Port's financial operations, including O&M, capital, purchasing, accounts payable/receivable, invoices and inventory controls, various grants and adherence to City and departmental policies.
- Direct with coordination of Port Director the annual budget preparation.
- Responsible for preparing budget reports, establishing/implementing fiscal policy and communicating/transmitting information to Board of Harbor Commissioners.
- Develop revenue and capital budget forecasts.
- Act as liaison on capital projects, including evaluation of proposals, monitor progress, and report expenditures to necessary entities.
- Assist in development and preparation of grant applications and coordinate the implementation, administration and compliance reporting requirements of the grants.
- Conduct and prepare financial analysis of existing and proposed Port projects and leases.
- Coordinate all Port funding sources (City, State, Federal and Grant) and prepare and submit all necessary compliance requirements.
- Represent the Port before various committees.
- Serve as staff supervisor to administrative staff in the absence of the Port Director.
- Complete special projects of analysis and strategic planning for future Port investments.

*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. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held at time of appointment.
2. Bachelor's Degree in Accounting, Business Administration, Finance or a closely related field from an accredited college or university.

- **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.**
3. Four years of progressively responsible experience in budget or financial management. Equivalent combinations of education and experience may be considered.

**KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of accounting, budgeting and financial management.
- Knowledge of human resources management.
- Knowledge of compliance requirements for funding sources.
- Knowledge of financial analysis for future investment projects.
- Knowledge of budget development and preparation.
- Knowledge of financial operations including O&M, capital, purchasing, accounts payable/receivable, invoices and inventory controls, and grants.
- Skill in developing revenue and capital budget forecast.
- Skill in presenting financial information to various group sizes.
- Ability to prepare budget reports.
- Ability to establish and implement fiscal policy.
- Ability to develop and prepare grant applications.
- Ability to coordinate the implementation, administration and compliance reporting requirements of grants.
- Ability to coordinate all Human Resources functions including FMLA, time entry for payroll, maintenance of HRMS and entering requisitions and reviewing referrals in JobAps.

**CURRENT SALARY**

The current starting salary (PG 2JX) for City of Milwaukee residents is \$62,338 annually, and the non-resident starting salary is \$60,809. Appointment above the minimum is possible.

**SELECTION PROCESS**

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Port of Milwaukee reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- ***NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.***