

## ACCOUNTANT II

Recruitment #2010-0307DC-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DEPT OF CITY DEVELOPMENT
<b>Open Date</b>	11/4/2020 12:25:00 PM
<b>Filing Deadline</b>	11/25/2020 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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### INTRODUCTION

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

### PURPOSE

Under the direction of the Accounting Manager, the Accountant II provides professional accounting and financial management support for the Department of City Development (DCD) and for the Redevelopment Authority of the City of Milwaukee (RACM).

### ESSENTIAL FUNCTIONS

- Process all transactions using the IDC 4gov software, including cash receipts, journal entries, and accounts payable (PO/non-PO/Payroll/manual checks/voids); maintain files for supporting documents.
- Prepare deposit slips, bi-weekly payroll reconciliation, and Good Faith Trust manual checks.
- Provide assistance with year-end closing and annual audit activities.
- Review documentation and prepare FMIS vouchers for the Façade program and the Neighborhood Stabilization Program (NSP); maintain program funding sheets.
- Review invoices and provide accounting and funding for the Milwaukee Arts Board and the Fourth of July Commission.
- Prepare Community Development Block Grant (CDBG) cost reports and capital/development fund budget status reports.

- Reconcile and prepare Interdepartmental Requisition and Invoice (IRI) documents.
- Review payment requests and invoices to determine appropriate payment approval and to ensure proper documentation.
- Assist the Accounting Manager in the continuous review and refinement of accounts payable and accounts receivable policies; implement internal controls procedures.
- Assist the Accounting Manager in the implementation of the City accounting procedures, such as Governmental Accounting Standards Board reporting changes.
- Perform in-depth analyses of departmental or component-unit accounts; ensure transactions to accounts are appropriate and balanced.
- Track and maintain travel expense reimbursements and complete mileage reimbursement requests for DCD and RACM.

*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. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in accounting, finance, business administration or a closely related field from an accredited college or university.
3. One year of experience in accounting and financial analysis.

*Equivalent combinations of education and experience may 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 will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

## DESIRABLE QUALIFICATIONS

- Experience in governmental accounting.
- Familiarity with QuickBooks, the City's Financial Management Information System (FMIS) and IDC 4gov financial systems software.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of accounting principles and practices.
- Ability to work with computerized accounting systems, spreadsheets, and access databases.
- Knowledge of the principles and processes for providing customer service for internal and external customers.
- Ability to use the appropriate mathematical methods or formulas to complete work assignments.
- Attention to detail to ensure the accuracy of calculations and financial reports.
- Ability to read and interpret job related material.
- Ability to communicate verbally.
- Ability to communicate effectively in writing.
- Ability to identify problems and develop and implement effective solutions.
- Ability to work both independently and in a team environment.
- Ability to organize, prioritize and complete work assignments using effective time management skills.
- Attention to detail to ensure accuracy for accounting transactions and activities.
- Ability to work cooperatively and fairly with diverse groups of co-workers, supervisors, and internal and external customers.
- Ability to exhibit exemplary professionalism.

## CURRENT SALARY

The current salary range (2DN) is \$47,095-\$59,498, and the resident incentive salary range for City of Milwaukee residents is \$48,508-\$61,283. *Appointment will be made in accordance with the provisions of the salary ordinance.*

## 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 Department of City Development 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 City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

## ADDITIONAL INFORMATION

**APPLICATIONS** and further information can be accessed by visiting [www.jobaps.com/MIL](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in 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.