

ACCOUNTANT I

Recruitment #2003-0306DC-001

List Type	Transfer/Promotional
Requesting Department	DEPT OF CITY DEVELOPMENT
Open Date	3/30/2020 3:40:00 PM
Filing Deadline	4/20/2020 11:59:00 PM
HR Analyst	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 I provides professional accounting and related financial management services for the In Rem Property Management program and required Department of City Development activities.

ESSENTIAL FUNCTIONS

- Perform general accounting activities related to the In Rem Property Management program; process payments, create vouchers, post payments, and track costs for in rem property maintenance.
- Issue monthly rental invoices and record rents collected.
- Conduct monthly reconciliation of outstanding rent balances.
- Inform In Rem Property Disposition Manager of accounts in arrears.
- Analyze, extract, and report In Rem Property activity from City FMIS and 4Gov systems related to programmatic issues and decisions.
- Prepare reports periodically to illustrate revenues and expenditures by service, function, and/or funding source.
- Work with Budget and Management Reporting Manager on development of budget requests related to the In Rem Property Management program.
- Provide back-up to Finance and Administration accounting support staff.

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.

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

- Familiarity with QuickBooks, City FMIS and 4gov financial systems software.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- 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.
- Ability to read and interpret job related material.
- Ability to communicate orally and in writing to effectively convey information.
- Ability to listen to others actively.
- 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.
- Skill in working with diverse groups of co-workers, supervisors, and internal and external customers.

CURRENT SALARY

The current salary range (2CN) is \$46,347-\$55,825, and the resident incentive salary range for City of Milwaukee residents is \$47,738-\$57,500. *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.

- 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.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 202

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