

ACCOUNTING ASSISTANT II

Recruitment #2012-031961-001

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|------------------------------|-----------------------|
| List Type | Transfer/Promotional |
| Requesting Department | DPW - ADMINISTRATION |
| Open Date | 12/23/2020 3:35:00 PM |
| Filing Deadline | 1/13/2021 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 Business Operations Manager, the Accounting Assistant II creates vouchers for payment of vendor invoices from vendors for goods and services. This involves using Oracle's PeopleSoft Financials to verify and establish vendors; produce vouchers for vendor payments, employee travel expenses, petty cash, and ProCard; create purchase orders; and verify payments for divisions in the Department of Public Works (DPW).

ESSENTIAL FUNCTIONS

- Use the PeopleSoft Financials system to create control groups, vouchers, purchase orders, and new vendors; research and resolve budget check errors when they occur; process bi-weekly ProCard statements; and check the status of vendor contracts.
- Verify vendors and request W-9s when necessary; review invoices for pending credits and discounts, resolving problems prior to voucher creation; and sort incoming invoices by payment category.
- Distribute mail for the Finance Section.
- Maintain logs for voucher control groups and files for paid vendor invoices.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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. Four years of clerical experience, including at least one year performing accounting functions, financial recordkeeping, and account reconciliation. College-level courses may be substituted for part of the experience requirement; however, no substitution may be made for the one year of financial recordkeeping and account reconciliation experience.

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. Unofficial copies are acceptable; however, the transcripts must be

legible and include the school name, applicant name, degree completed (if applicable), and date completed.

DESIRABLE QUALIFICATIONS

- Experience in governmental accounting.
- Familiarity with PeopleSoft Financials.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of accounting principles and practices.
- Ability to work with computerized accounting systems, spreadsheets, and access databases.
- Ability to guide users through the entire voucher process.
- Knowledge of the principles and processes for providing customer service for internal and external customers.
- Ability to use mathematical methods or formulas to complete work assignments.
- Attention to detail to ensure the accuracy of calculations, financial reports, and accounting transactions and activities.
- Ability to read and interpret job related material.
- Effective verbal and written communication skills.
- Ability to identify problems and develop and implement effective solutions.
- Ability to work both independently and in a team environment.
- Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.
- Ability to organize, prioritize, and complete work assignments using effective time management skills.
- Ability to exhibit honesty and exemplary professionalism.

CURRENT SALARY

The current starting salary (PR6HN) is \$37,830, and the resident incentive salary range for City of Milwaukee residents is \$38,965. 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 Public Works-Administration reserve the right to call only the most qualified candidates to oral exams, 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

- APPLICATION PROCEDURE: 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

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider this opportunity.