

ACCOUNTING PROGRAM ASSISTANT II

Recruitment #2011-0331DC-001

List Type	Transfer/Promotional
Requesting Department	COMPTROLLER
Open Date	12/16/2020 3:40:00 PM
Filing Deadline	1/4/2021 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

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

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 the following opportunity.

PURPOSE

Under the direction of the Accounting Manager, the Accounting Program Assistant II performs database management of city-wide vendor accounts, including verifying new vendor account information and providing accurate data updates to the existing accounts.

ESSENTIAL FUNCTIONS

- Perform citywide vendor database management, including approving vendors, verifying correct vendor information and tax identification numbers, and maintaining W-9 forms.
- Review vendor database for incorrect and duplicate data, delete entries, and purge obsolete files.
- Communicate with departments regarding vendor set-up and, process corrections; makes vendor changes.
- Prepare, generate, and correct IRS 1099 forms, including querying the database and researching payments.

- Review, analyze, and reconcile checks issued to the vouchers processed on a daily basis, including processing check attachments to the Office of the Treasurer.
- Maintain accounts payable documentation and prepare for digital scanning, indexing and retention for use by all City departments.
- Assist in accounting system testing and research.
- Review, analyze, and process City contracts that require countersignature of the Comptroller as to sufficiency of funds, encumbrance transactions, proper authorization signatures, and proper accounts.
- Review, verify, and confirm supporting documentation for Procard vouchers and control groups submitted for payment by City and contracting departments.
- Perform office administrative tasks, such as managing office supply inventory, requesting service to maintain and repair office equipment, and serving as receptionist on occasion.

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.

CONDITIONS OF EMPLOYMENT

Based upon each department's response to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Three years of progressively responsible accounting support experience performing accounting-related functions such as billing, accounts receivable, payroll processing, accounts payable and reconciling accounts.

Equivalent combinations of education and experience may also 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 attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of accounting concepts, including accounts payable processes.
- Ability to solve problems and to think critically and analytically.
- Knowledge of math and ability to perform accurate calculations.
- Knowledge of and ability to use the City's financial management information system (Oracle/PeopleSoft), particularly the accounts payable module.
- Ability to use standard office software to create and maintain complex spreadsheets, word processing documents, and reports.
- Ability to perform system testing and research.
- Ability to understand and apply purchasing policies.
- Ability to read, interpret and write reports.
- Ability to listen and verbally communicate complex issues on the phone and in person.
- Ability to exercise sound judgment and discretion.
- Ability to provide excellent customer service to internal and external customers, including responding to requests promptly.
- Ability to build and maintain good working relationships across all staff levels in a multi-disciplinary, multi-cultural environment.
- Ability to work in a team setting as well as independently.
- Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.
- Superior organizational skills to manage multiple time sensitive tasks simultaneously.
- Meticulous attention to detail and ability to produce accurate work under strict deadlines.
- Honesty, professionalism, and the ability to maintain confidentiality.

CURRENT SALARY

The current starting salary (PG 6KN) is \$40,501 annually, and the resident incentive starting salary for City of Milwaukee residents is \$41,716. *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 the Comptroller's Office 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 603

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