



**TRANSFER/PROMOTIONAL OPPORTUNITY**  
**ACCOUNTANT I**  
**Department of City Development**

**PURPOSE:**

- Provide 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 In Rem 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.*

**MINIMUM QUALIFICATIONS:**

1. Current status as a regularly appointed City of Milwaukee employee having passed the probationary period for the current position held.
2. Bachelor's degree in accounting, finance, business administration or a closely related field from an accredited college or university.

**IMPORTANT NOTE:** *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or sent to Box ACCT, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

**NOTE:** Equivalent combinations of education, training and experience may also be considered.

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Familiarity with QuickBooks, City FMIS and 4gov financial systems software
- 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 to effectively convey information.
- Ability to listen to others actively giving full attention to what other people are saying.
- Ability to communicate effectively in writing.

## ***Accountant I (Dept. of City Development)***

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- 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.
- Skill in working with diverse groups of co-workers, supervisors, and internal and external customers.
- Skill in attending to details.

### **SALARY:**

- The current starting salary (PG 2CN) is \$45,888 annually for City of Milwaukee residents. The non-resident starting salary is \$45,210 annually. Appointment above the minimum is possible.

**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 test, interviews, or other assessment methods. The Department of Employee Relations and the hiring department 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:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414.286.3751

### **APPLICATION PROCEDURE:**

- Applications may be obtained from the Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: Box ACCT, Department of Employee Relations, 200 E Wells St., Room 706 Milwaukee, WI 53202 by **March 7, 2014**. *Receipt of applications may be discontinued any time after that date.*

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