



TRANSFER/PROMOTIONAL OPPORTUNITY

ACCOUNTING ASSISTANT I

Milwaukee Police Department

PURPOSE:

- ❖ This position is responsible for performing various accounting and office support functions for the Administrative Section of the Police Academy.

ESSENTIAL FUNCTIONS:

- ❖ Processes invoices for accounts payable for uniforms, subscriptions, memberships, and miscellaneous materials. Communicates with vendors, places orders and resolves billing problems.
- ❖ Processes on-line time entry for Police Academy personnel and verifies time owed and allowed.
- ❖ Maintains database files for firearms inventory, body armor, handcuffs, oleoresin capsicum dispensers, and rules and procedures and uniform clothing inventory.
- ❖ Processes uniform and equipment compensation claims.
- ❖ Maintains records of personnel who have separated from service and prepares the report to the Department of Justice Training and Standards Bureau.
- ❖ Prepares forms necessary for new employees and graduating recruit classes.
- ❖ Maintains records of department training and records pertaining to police aide credits for promotional process.
- ❖ Types various certificates for training seminars, reports and letters generated by the Police Academy staff.
- ❖ Performs telephone and counter duties as needed to assist citizens and department members.
- ❖ Performs other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held.
2. Four years of office experience including at least one year of performing basic accounting duties. ***College level or technical coursework may be substituted for part of the experience requirement.***
 - ❖ **NOTE:** *Equivalent combinations of education and/or experience may be considered.*

KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- ❖ Knowledge of accounting terminology and concepts
- ❖ Knowledge of accounts payable processes and City of Milwaukee accounting and billing practices

Accounting Assistant I (MPD)

- ❖ Skill in using computer programs, accounting software, computerized spreadsheets, databases and on-line time entry
- ❖ Knowledge of PeopleSoft Financials
- ❖ Ability to communicate information and ideas orally both clearly and accurately
- ❖ Ability to perform mathematical calculations accurately
- ❖ Ability to communicate information and ideas in writing clearly and accurately
- ❖ Ability to maintain good working relationships in a para-military organizational structure with a multi-cultural staff
- ❖ Ability to work as a member of a team and display tact and diplomacy when dealing with employees, supervisors and the public

THE CURRENT PAY RANGE (PG6GN) IS: \$33,325 to \$36,718 annually.

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, oral interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Police 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 or promoted to this position.

APPLICATION PROCEDURE: Applications may be obtained from the Department of Employee Relations, 200 E. Wells Street, Room 706, City Hall, Milwaukee, WI 53202-3554, by calling (414) 286-3751 or by visiting www.milwaukee.gov/jobs.

Applications should be returned to: Milwaukee Police Department, Human Resources Division, Attention: Katrina Whittle, 749 W. State Street, Room 427, Milwaukee WI 53233 by **July 12, 2013**. Receipt of applications may be discontinued any time after this date.

#13-057TR – CKS (CN) – 6/20/13 (r. 6/25/13) – EEO 603