

# ACCOUNTING ASSISTANT II

Recruitment #1411-0319DC-001

**List Type** Transfer/Promotional

**Requesting Department** DPW-INFRASTRUCTURE-ADMIN

**Open Date** 12/2/2014

**Filing Deadline** 12/23/2014 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## INTRODUCTION

*This is a transfer/promotional opportunity open to current City of Milwaukee employees only.*

## PURPOSE

The Accounting Assistant II performs clerical and accounting functions in accordance with standard procedures in processing payments for materials and services for the Infrastructure Services Division. Contacts other departments and outside agencies to resolve problems. Responds to questions from other employees, vendors and customers on a regular basis.

## ESSENTIAL FUNCTIONS

- Enters and codes non-inventory materials and services as direct purchase orders.
- Notifies field offices and vendors of quantity and price adjustments, codes invoices for payment using voucher procedures, monitors expenditures against multi-year blanket purchase orders and works with other employees to process requests to increase dollar limits with the Purchasing Department.
- Reviews crew sheets for equipment and material usage against delivery receipts and disbursement sheets.
- Process Procards by verifying amounts, program and project grant numbers and budget lines.
- Prepares IRIs by verifying program and program grant numbers and budget lines for White printing done in Central Drafting and for Local Force Account Equipment Usage, and for Developer Deposits and Printing and Postage from Milwaukee Printing and Records.
- Processes safety shoes invoices.
- Prepare Payroll Authorization Lost Equipment Forms.

*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.*

## ***Accounting Assistant II (DPW-Infrastructure, Administration)***

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### **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 performing accounting functions such as billing, processing payments and receipts, reconciling accounts, monitoring and preparing quarterly and year-end reports.

### ***OR***

A Bachelor's Degree in accounting or related field from an accredited college or university.

**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.

*Equivalent combinations of education and experience may be considered.*

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of accounting terminology and concepts.
- Knowledge of the City's purchasing procedures.
- Knowledge of computer software programs such as Microsoft Word and Excel.
- Ability to create, maintain and use spreadsheets and word documents.
- Ability to provide excellent customer service.
- Ability to plan, organize, and accomplish work by deadlines.
- Ability to manage multiple assignments simultaneously.
- Ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff, other City departments and the public.
- Ability to use enterprise applications such as Oracle's Financial Management Information System (FMIS).
- Ability to maintain accurate records.
- Ability to work independently with minimal supervision.
- Analytical and problem-solving skills.

### **CURRENT SALARY**

The current starting salary (PG 6HN) for City of Milwaukee residents is \$37,830 annually, and the non-resident starting salary is \$36,902.

### **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 Department of Public Works Infrastructure Administration Section and 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 non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.*