

# CITY OF MILWAUKEE

## ***TRANSFER/PROMOTIONAL OPPORTUNITY***

### **ACCOUNTING ASSISTANT II DPW – OPERATIONS DIVISION**

**CURRENT SALARY RANGE:** (445) \$1,184.73 to \$1,306.48 Biweekly  
(\$30,803 to \$33,968 Annually)

#### **ESSENTIAL FUNCTIONS**

- Process updates and systematically review the Solid Waste Fee database
- Respond to citizen inquiries and complaints related to Solid Waste Fees
- Create and maintain accounting and statistical spreadsheets
- Coordinate weekend cleanup box and sidewalk snow removal programs
- Provide administrative, accounting and clerical support to section managers

#### **REQUIREMENTS**

- Current status and six months experience as a regularly appointed full-time City of Milwaukee or Milwaukee Public Schools employee.
- A minimum of four years of office experience. Job related coursework from an accredited college or business school may substitute for a portion of the office experience requirement. Transcripts or proof of coursework must be provided prior to employment interview.
- Ability to create, maintain and use complex spreadsheets and Word documents.
- Ability to perform accurate calculations for accounts receivable billings.
- Knowledge of accounts payable and accounts receivable processes.
- Ability to interact effectively and tactfully with customers and employees.

**SELECTION PROCESS:** This vacancy will be filled by administrative transfer and/or promotion. The individual will be selected through a process consisting of an evaluation of training/education, work experience and a personal interview with representatives of the Department of Public Works. The Department reserves the right to invite only the most qualified candidates to a personal interview.

**APPLICATION PROCEDURE:** A City of Milwaukee application may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202 or by calling 286-3751.

Return application and/or resume to **Wanda Booker, Administrative Services Manager, DPW Operations, Zeidler Municipal Building, 841 N Broadway, Room 620, Milwaukee, WI 53202** by **March 12, 2004**. Receipt of applications may be discontinued any time after that date.

*The City of Milwaukee is an Equal Opportunity Employer and values and encourages diversity.*