

ACCOUNTING ASSISTANT III

Recruitment #1705-0320DC-001

List Type	Transfer/Promotional
Requesting Department	LIBRARY
Open Date	6/2/2017 4:30:00 PM
Filing Deadline	7/3/2017 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

PURPOSE

Under the direction of the Library Business Manager, the Accounting Assistant III performs a variety of transactional accounting, budgeting, cash handling, and payroll duties. The Accounting Assistant III serves as lead worker in the payroll and accounting units, coordinating and expediting all activities relative to the processing of financial information.

ESSENTIAL FUNCTIONS

Accounting:

- Prepares accounting documents by obtaining payment approval, assigning accounts, and maintaining vendor records, and processes them using the City's enterprise Financial Management Information System (FMIS).
- Encumbers funds for contracts, service orders, and purchase orders.
- Compiles monthly reports on revenue and expenditure activity, corrects discrepancies, and reconciles reports.
- Maintains electronic file of accounting documents and reports.
- Responds to vendor inquiries regarding payment status.

Budgeting:

- Assists in the preparation of the Library's annual budget.
- Completes required budget forms by gathering related reports, statistics, and financial data.
- Assists department managers in monitoring budgets and tracking expenditures monthly or as needed.

- Uses FMIS and Excel to maintain spreadsheets detailing expenditures, utility statistics, and other financial data.

Cash Handling:

- Reviews and processes Central Library's daily cash deposits as well as miscellaneous payments and donations.
- Maintains the petty cash fund.

Payroll Duties:

- Assigns tasks, oversees workflow, and reviews completed tasks.
- Acts as alternate payroll clerk and assists in processing biweekly payroll.

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.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of accounting support experience, including at least one year at the level of Accounting Assistant II (PR 6HN) or higher. --- **OR** ---
A bachelor's degree in accounting, business administration, finance, or a closely related field from an accredited college or university.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: To receive credit for college, college transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of accounting, budgeting, payroll, purchasing, cash handling, and reporting in order to process transactions.
- Knowledge of mathematics and the ability to perform accurate calculations to carry out accounting-related duties.
- Ability to read and understand work-related documents such as manuals, policies, and procedures.

- Written communication skills, including the ability to write correspondence and other documents.
- Oral communication skills to be able to clearly share information with staff and others.
- Ability to provide first-rate service to internal and external customers.
- Interpersonal skills to be able to effectively work with fellow staff, managers, and vendors.
- Ability to work well both in a team environment and independently.
- Supervisory skills in order to direct staff, coordinate work, make assignments, and evaluate performance.
- Proficiency using software programs, including standard applications such as Microsoft Office and financial management information systems.
- Skill in analyzing and solving problems related to the processing of financial information.
- Skill in making decisions and using good judgment in all matters.
- Ability to identify opportunities for process improvement.
- Ability to organize and prioritize work in order to meet deadlines, while paying attention to details and producing accurate work products.
- Ability to maintain a positive, professional demeanor, even when working under pressure.
- Honesty and integrity as well as the ability to maintain confidentiality and use City resources responsibly.

CURRENT SALARY

THE CURRENT SALARY RANGE (PR 5EN) for City of Milwaukee residents is \$40,501-\$46,724 annually, and the non-resident salary range is \$39,507-\$45,577.

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 Milwaukee Public Library reserve the right to call only the most qualified candidates to oral exams, 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.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Friday, June 23, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

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.