



TRANSFER/PROMOTIONAL OPPORTUNITY

**ACCOUNTING ASSISTANT III
DPW – WATER WORKS**

PURPOSE of this position is to be responsible for performing various general accounting, procurement and accounts payable functions for Accounting, Rates, and Finance section of the Milwaukee Water Works (MWW).

ESSENTIAL FUNCTIONS

- Enter invoices received for the Business Section's Administration, Accounting, Customer Services and Technical Services units and MWW's Engineering Sections on the City's FMIS system and process for payment.
- Create direct purchase orders (P.O.'s) for invoices involving blanket purchase orders and process payments.
- Process Interdepartmental Requisitions and Invoices (IRI's) received from other departments and MWW travel requests.
- Process service orders for entire MWW and keep a log of service orders issued by section and keep track of all payments.
- Make copies of and file all IRI's and control group registers processed through out MWW.
- Respond to inquiries from vendors, the Comptroller's Office & MWW staff regarding payment status of invoices.
- Assist clerks in the field with problems encountered in processing payments on FMIS such as budget check issues or creating direct P.O., etc. Also when needed, review control group registers from field for accuracy.
- Enter and process sub-requisition information into FMIS for all MWW's sections for commodities and services in order to initiate purchase requisitions. Assemble required paperwork such as Exception to Bid, and Sole Source to go with requisitions when needed.
- Maintain a file/records of all MWW's requisitions, sub-requisitions and related paperwork.
- Respond to inquiries from Purchasing, MWW section managers and/or others regarding requisitions, P.O.'s, etc.
- Keep track of and periodically during the year, review open encumbrance report to be sure that P.O.'s & services orders that need to stay open are kept open.
- Review open encumbrance report when received from the Comptroller's Office at or near the end of the year and work with the Accountant III on disposition of issues.
- At the beginning of the year, keep track of purchase orders from prior year and make adjustments once the Comptroller's Office has posted carryovers from the prior year.
- Order office supplies for MWW Downtown offices and maintain Vehicle Equipment List.
- Perform other job 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.

REQUIREMENTS

- Current status and at least three months as a regularly appointed employee of the City of Milwaukee.

Accounting Assistant III (DPW-Water Works)

- Four years of clerical experience with a minimum of one year at the Accounting Assistant II level. Job related coursework from an accredited college may substitute for a portion of the office experience requirement. Copies of transcripts should be submitted with application.
 - *NOTE: Accounting Assistant I's may be considered for underfilling this position at the Accounting Assistant II level.*

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform accurate calculations for accounts payable payments.
- Ability to use the City's FMIS system, especially the Accounts Payable and Purchasing modules.
- Ability to understand and apply City's Purchasing policies.
- Ability to work in a team environment and to maintain good working relationships with vendors, coworkers, and employees from other City departments.
- Ability to maintain a positive demeanor when working under pressure.
- Ability to organize, prioritize, and accomplish work.
- Ability to navigate through multiple software applications (Microsoft Office products).
- Customer service skills.
- Ability to work independently.

THE CURRENT PAY RANGE (460) is: \$39,507 - \$44,277, annually with excellent benefits.

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, interview or other assessment methods. The Department of Employee Relations and the hiring department reserves the right to call only the most qualified candidates to oral, performance test 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.

APPLICATION and further information can be obtained in person or via mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.

Applications should be returned to Menbere Medhin, Water Accounting Manager, Milwaukee Water Works, Zeidler Municipal Building, 841 N Broadway, Room 409, Milwaukee, WI 53202 by April 8, 2011. Receipt of applications may be discontinued any time after that date.