

ACCOUNTING PROGRAM ASSISTANT II

Recruitment #1605-0331DC-001

List Type Transfer/Promotional

Requesting Department COMPTROLLER

Open Date 7/9/2016

Filing Deadline 8/12/2016 11:59:00 PM

HR Analyst Jeff Harvey

Introduction

THIS POSITION IS ONLY OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES

Purpose

The Accounting Program Assistant II performs a range of duties to support the mission of the Office of the Comptroller. This includes performing citywide vendor database management; reviewing, analyzing, and reconciling checks issued to vouchers processed; processing City contracts; maintaining accounts payable documentation; making preparations for citywide record retention digital scanning and indexing; assisting professional accountants with account reconciliation, analysis, and data entry; performing system testing and research; and handling office administration tasks.

Essential Functions

- Performs citywide vendor database management, including approving vendors, verifying correct vendor information and tax identification numbers, and maintaining W-9 forms. Reviews vendor database for incorrect and duplicate data, deletes entries, and purges obsolete files.
- Communicates with departments regarding vendor setups, processes corrections, and makes vendor changes.
- Assists the Office of the Comptroller with meeting federal due dates by preparing, generating, and correcting IRS 1099 forms, which includes querying the database and researching payments.
- Reviews, analyzes, and reconciles checks issued to the vouchers processed on a daily basis, including processing check attachments to the Office of the Treasurer.
- Maintains accounts payable documentation and makes preparations for record retention digital scanning and indexing for use by all City departments.
- Assists in other record retention duties, including retrieving documents for management, professional staff, other departments, and internal and external auditors. Assists in accounting system testing and research.
- Reviews, analyzes, and processes City contracts that require countersignature of the Comptroller as to sufficiency of funds, encumbrance transactions, proper authorization signatures, and proper accounts.
- Maintains the records in an indexed system for efficient retrieval.
- Reviews, verifies, and confirms supporting documentation for Procard vouchers and control groups submitted for payment by City and contracting departments.
- Performs office administration tasks, such as managing office supply inventory, requesting service to maintain and repair office equipment, and serving as receptionist on occasion.

Accounting Program Assistant II (Comptroller's Office)

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 a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. One year of experience at the Accounting Assistant II level or equivalent, including experience using the accounts payable module of the City's financial management information system (Oracle/Peoplesoft).

NOTE: Equivalent combinations of education and experience may also be considered.

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. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of accounting concepts, including accounts payable processes.
- Analytical and problem-solving skills.
- Knowledge of math and ability to perform accurate calculations.
- Knowledge of and ability to use the City's financial management information system (Oracle/PeopleSoft), particularly the accounts payable module.
- Ability to use standard office software to create and maintain complex spreadsheets, word processing documents, and reports.
- Ability to perform system testing and research.
- Ability to understand and apply purchasing policies.
- Customer service and interpersonal skills--ability to maintain effective relationships with coworkers, internal customers, and the public.
- Ability to work in a team setting as well as independently.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, organize, and prioritize work.
- Meticulous attention to detail and ability to produce accurate work under strict deadlines.
- Honesty, professionalism, and the ability to maintain confidentiality.

Current Salary

The current starting salary (PG 6KN) is \$40,501 for City of Milwaukee residents. The non-resident starting salary is \$39,507 annually.

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 Office of the Comptroller 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/promotional opportunities.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER#.V3U2aMtTGos>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.