



TRANSFER/PROMOTIONAL OPPORTUNITY

ACCOUNTING PROGRAM ASSISTANT III
Office of the Comptroller

PURPOSE: Provide lead technical support in the areas of accounts payable processing, both within the Office of the Comptroller and to other departments, as well as direct and oversee accounts payable documentation retention processing, and create and maintain an imaging system for contracts, agreements, and leases.

ESSENTIAL FUNCTIONS:

- Provide support to professional accountants, e.g., analyze account queries, retrieve documents, prepare spreadsheets, perform data entry to accounts receivable and fixed assets modules, perform reconciliations upon request, and assist in accounting system testing and research.
- Provide lead technical support in the accounts payable process – reviewing, analyzing, and matching daily check attachments to accompany accounts payable checks – and analyzing and reconciling checks issued to approved groups prepared by an Accounting Program Assistant II.
- Direct and oversee the Accounting Program Assistant II positions in the maintenance of accounts payable documentation and the preparation work for record retention digital scanning and indexing for use by all City Departments; assist in other record retention duties, including drafting departmental procedures, preparing forms, submitting documents to the records committee, and assisting other City Departments with retrieval of accounts payable related documents.
- Establish and maintain a system of imaging contracts, agreements, and leases for the Office of the Comptroller; create and maintain a spreadsheet (or other system) for tracking all future annual revenues and expenditures associated with on-going capital and operating leases to comply with the accounting standards requirement for disclosure in the annual financial report.
- Perform other 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.

MINIMUM REQUIREMENTS:

1. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee.
2. Four years of accounting support experience, including at least one year of experience as an Accounting Program Assistant II, Accounting Assistant III, or equivalent.

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

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of accounting terminology and concepts.
- Knowledge of accounts payable processes.
- Knowledge of math and ability to perform accurate calculations.

Accounting Program Assistant III (Comptroller)

- Ability to use standard office software to create and maintain complex spreadsheets, word processing documents, and reports.
- Ability to direct the work activities of subordinates and to provide guidance in handling complicated issues.
- Ability to provide information and technical support to customers in other departments.
- Ability to interact effectively and tactfully with coworkers and customers.
- Ability to recognize, analyze, and solve problems.
- Ability to communicate effectively, both orally and in writing.
- Honest and able to maintain confidentiality.
- Detail-oriented and able to produce accurate work under strict deadlines.
- Ability to plan, organize, and prioritize work.
- Ability to work independently.

CURRENT SALARY RANGE (SG 475) is: \$40,589 to \$48,720 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department 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.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Ms. Beverly LaFlex, Accounting Manager, Office of the Comptroller, City Hall, 200 E Wells St, Room 404, Milwaukee, WI 53202**, by **August 27, 2010**. Receipt of applications may be discontinued any time after that date.

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