

ACCOUNTING PROGRAM ASSISTANT III

Recruitment #1703-0332DC-001

List Type	Transfer/Promotional
Requesting Department	COMPROLLER
Open Date	5/2/2017 3:00:00 PM
Filing Deadline	5/23/2017 11:59:00 PM
HR Analyst	Nola Nelson

INTRODUCTION

****ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED****

PURPOSE

Under the direction of the Grants Fiscal Manager, the Accounting Program Assistant III ensures that the City complies with the allowable cost requirements of the Community Development Block Grant (CDBG) program. This position works with City departments and the City's subrecipient financial personnel to ensure that expenditures of the grants are allowable and allocable, timely, accurate and compliant with the grant guidelines and therefore, sustain the City's eligibility for annual CDBG grant funding.

ESSENTIAL FUNCTIONS

- Audit subrecipients' cost reports to ensure accuracy, completeness, consistency with approved budget/cost allocation plan, and compliance with federal policy guidelines.
- Determine reasonableness of cash advances requested; reconcile and make adjustments as necessary.
- Monitor inconsistencies or discrepancies in cost reports and alert Auditors/Accounting Specialists of possible questioned costs.
- Verify proof of liability insurance coverage prior to payment approval.
- Prepare corrected cost reports, schedules of paid costs and written correspondence to subrecipients detailing any audit adjustments made.
- Answer questions from various community based organizations related to grant requirements and adjustments made to the monthly cost reports.
- Maintain accurate records of the grant contracts.
- Audit City departments' miscellaneous vouchers relating to the grant funds; verify invoices and budgetary line information and charges. Schedule payments, perform budget check, and assemble attachments and related supporting documentation for the voucher.
- Approve vouchers for timely payment and posting in the City's FMIS system.
- Answer questions from City departments related to grant requirements and audit adjustments made to the vouchers.

Accounting Program Assistant II (Comptroller's Office)

- Assist Auditor(s) and Accounting Specialist(s) with fiscal site reviews of organizations funded by the City's grants to ensure that the grant funds are administered in compliance with the grantor requirements.
- Serve as back-up to Accountant II for drawdown of funds under the City grants.
- Work with Division Manager to provide external auditors with requested documents during annual audits.

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. Four years of accounting support experience, including at least one year of experience as an Accounting Program Assistant II or Accounting Assistant III.

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 grant guidelines and 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.

Accounting Program Assistant II (Comptroller's Office)

- 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 SALARY RANGE (PAY RANGE 5GN) for City of Milwaukee residents is \$41,610 - \$49,946 annually and the non-resident salary range is \$40,589 - \$48,721 annually. Appointment is normally at the beginning of the range in accordance with the City of Milwaukee Salary Ordinance.

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.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Tuesday, May 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 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.

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