



***Transfer/Promotional Opportunity***  
**ACCOUNTING SPECIALIST**  
**Comptroller – Revenue and Cost Division**

**PURPOSE:** The Accounting Specialist works closely with participating City departments to ensure that the City of Milwaukee complies with Accounting and Financial Reporting Provisions, Grantor guidelines, and City requirements for various City grant awards in order to remain eligible for grant funding by continually and effectively monitoring City grants.

**ESSENTIAL FUNCTIONS:**

- Enforce accounting policies and procedures and provide oversight for capital grants to ensure compliance with the City's capital guidelines and federal and state requirements.
- Establish grant chart fields, budget lines, and funding source allocations based on State Municipality Agreement (SMA).
- Work with DWP and the State of Wisconsin to monitor projects from the preparation of the SMA to the final accounting and close-out of the complete project to ensure reduction in future capital budget.
- Monitor, analyze, and reconcile grant transactions to insure timeliness, accuracy, consistency, and completeness in financial data.
- Monitor, analyze, and verify that capital grants expenditures and capital transfers are in accordance with GAAP, OMB Circulars, and other relevant procedures/standards.
- Audit Common Council resolutions, cooperation agreements and contracts prior to Comptroller's counter-signature.
- Review grants budgets to ensure clarity, accuracy, and compliance with City's procedures and applicable federal guidelines.
- Perform yearend closing activities including analysis, reconciliation, accruals, and assist in preparation of financial statements and supporting schedules for inclusion in the City of Milwaukee's Comprehensive Annual Financial Report (CAFR) and the Single Audit Report.
- Review financial reports and reimbursement requests prepared by City departments to ensure accuracy and consistency with grant and reimbursement agreements.
- Develop queries in the City's FMIS to facilitate timely drawdown of grants funds.
- 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 as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.
2. Bachelor's Degree in Accounting, Finance, Business Administration or a closely related field from an accredited college or university with major course work in accounting.

***NOTE:*** College transcripts are required and must be received within three business days after the application period closes. Copies of transcripts must be submitted with application - OR- sent to Claudia Orugbani, G & A Fiscal Coordinator, Office of the Comptroller—Revenue and Cost Division, 200 East Wells Street, Room 404, Milwaukee, WI 53202-3554 (Student

## ***Accounting Specialist (Comptroller, Revenue & Cost Division)***

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*copies are acceptable.) Only applications with transcripts will be considered; applications without transcripts will be rejected.*

3. Two years of professional accounting experience.
  - *Equivalent combinations of education and experience may also be considered*

### **DESIRABLE QUALIFICATIONS:**

- A Master's Degree in Accounting, Finance, or a related field.
- CPA certification.

### **KNOWLEDGE, SKILLS, ABILITIES and OTHER CHARACTERISTICS:**

- Knowledge of contemporary accounting theory, principles, and practices.
- Knowledge of public policy principles and practices.
- Knowledge of review, administration, compliance, and reconciliation of grants and grants transactions.
- Skill in conducting research, analyzing complex issues, and formulating recommendations.
- Ability to recognize the need to and maintain confidentiality of work product.
- Skill in listening and verbal communication with City officials and representatives of other departments.
- Ability to explain financial concepts and procedures to non-accountants.
- Ability to write clear and concise business letters, memos, reports, and other documents.
- Ability to work independently.
- Ability to exercise sound judgment.
- Ability to effectively manage multiple priorities and work within tight time constraints.
- Ability to work effectively with multi-cultural, multi-disciplinary staff, City officials, and representatives of other departments and agencies.
- Skill in using computerized spreadsheets and databases and knowledge of computerized financial systems.

**THE CURRENT SALARY RANGE (PG 2GX) is:** \$50,206- \$70,295, 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 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 can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells Street, Milwaukee, WI 53202-3554, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).

*Applications should be returned to Claudia Orugbani, Comptroller—Revenue and Cost Division, 200 East Wells Street, Room 404, Milwaukee, WI 53202-3554 by **April 1, 2013**. Receipt of applications may be discontinued any time after that date.*