



***TRANSFER/PROMOTIONAL OPPORTUNITY***  
**ADMINISTRATIVE SPECIALIST - SENIOR**

**PURPOSE:** The Administrative Specialist – Senior is assigned to the Accounting section of the Administration Division to assist in planning, implementing, performing reimbursable activities, and supervising departmental accounting, budgeting, and payroll activities for the Department of Public Works – Infrastructure.

**ESSENTIAL FUNCTIONS:**

- Process and prepare expenditure reports and billings, and quarterly reports.
- Maintain filing system for all reimbursable services, billings and payments to vendors.
- Review and approve invoices for streets, sewers, and bridges, and handle potential problems or concerns.
- Maintain daily administration of division's operating and maintenance budget along with reimbursable services performed for other City agencies.
- Assist in computing estimated costs.
- Run queries and create reports to inform managers of fund balances and program costs.
- Maintain appropriate records and databases.
- Review schedules, records, and approves Administrative Section employee's attendance, vacation, and compensatory time taken and worked, and sick leave usage daily and quarterly reports.
- Train and assist new and existing support staff and other departmental and agency personnel with proper accounting practices procedures in day-to-day operations.
- Maintain accounting processes such as travel and training reimbursements, Procard, Voucher Processing, and Interdepartmental Requisition and Invoices (IRIs) submitted to the department.
- Process IRIs going to other City departments for reimbursement of services.
- Create reports and submission for equipment charges, energy costs, highway aids, bridges, open encumbrances, recycled material, vendor history, and program and project grant numbers.
- Perform other duties and special projects 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 6 months of experience as a regularly appointed full-time employee of the City of Milwaukee. *NOTE: A person shall be eligible for promotional examinations after passing a probationary period as a regularly appointed employee in a position in the city service.***
- Bachelor's degree in Business, Public Administration, Finance or a closely related field from an accredited college or university; and two years of experience related to the Essential Functions for this position.

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

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Ability to read, analyze, and interpret business, professional, technical, and government information and regulations.
- Excellent written and verbal communication skills.
- Ability to effectively present information.
- Excellent customer service skills.
- Basic math skills to include; fractions, percentages, ratios, and proportions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions when dealing with a variety of technical, abstract and concrete variables.
- Advanced knowledge of and ability to work with Accounting Peoplesoft - FMIS software; Peoplesoft - HRMS software; payroll time entry systems; spreadsheet software and word processing software.
- Ability to build and maintain good working relationships across all staff levels in a multi-disciplinary, multi-cultural environment.
- Ability to work with confidential and sensitive information.
- Excellent organizational skills.

**THE SALARY RANGE IS (2EX) - \$44,194 - \$61,871 annually**

**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 St, Milwaukee, WI 53202, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: Molly King, Department of Public Works – Infrastructure, 841 N. Broadway, Room 701, Milwaukee, WI 53202 by **July 13, 2012**. *Receipt of applications may be discontinued any time after that date.*