



TRANSFER/PROMOTIONAL OPPORTUNITY
ASSISTANT ACCOUNTING MANAGER
Office of the Comptroller

PURPOSE: Under the general supervision of the Accounting Manager, the person in this position assists in the design and configuration of a uniform accounting system to provide financial reporting for the City of Milwaukee. This includes the supervision, review, recording, and reconciliation of the following: accounts payable, accounts receivable, fixed assets, inventory, and public debt. The Assistant Accounting Manager prepares and coordinates the Comprehensive Annual Financial Report (CAFR) for the City of Milwaukee, researches and performs analyses to resolve accounting issues, maintains policies and procedures, and assists in day-to-day supervision of the general accounting staff.

ESSENTIAL FUNCTIONS:

- Prepare and coordinate the publication of the City of Milwaukee's Comprehensive Annual Financial Report (CAFR). Review statements, prepare individual fund statements, and combine statements, government-wide statements, footnotes, various schedules, and statistical tables. Prepare required documentation, and assist external auditors on the annual audit of City funds and transactions.
- Assist the Accounting Manager in the design, configuration, upgrade and testing of the City's accounting system and related sub-processing modules: accounts payable, accounts receivable, billing, purchasing, and inventory.
- Oversee and journalize transactions for cash, investments, and taxes from the Treasurer's Office and all other asset and liability transactions for all City funds.
- Oversee, analyze, calculate, and maintain schedules related to public debt, including Sewer Revenue Bonds, Qualified School Construction Bonds, Extendable Commercial Paper, and all other non-General Obligation Pledge Notes and Bonds. Calculate monthly deposits for Local Government Investment Pool investment accounts, fiscal agent cash payments, payments of maturing debt, amortization schedules, allocations of premiums, and overview of the debt service reserve funds.
- Assist the Accounting Manager in providing day-to-day supervision of the general accounting staff, including assigning and reviewing work; setting goals, policies, expectations, and deadlines; and monitoring employee performance and addressing employee problems to ensure correct and timely work products.
- Provide coaching, training, and team-building for the general accounting staff.
- Research, identify, analyze, and resolve various accounting issues. Process and review accounting data and trial balances, and provide corrective action to ensure proper recording of accounting transactions.
- Implement Common Council directives to support receipt and use of funds.
- Review, analyze, and report on the effects of new and/or revised accounting pronouncements.
- Communicate, draft, and update procedures and instructions related to accounting transactions for all citywide users of the financial system.
- Serve as back-up for the Accounting Manager, performing critical functions as necessary.

CONDITIONS OF EMPLOYMENT:

- The Assistant Accounting Manager must be willing and able to work beyond standard business hours as departmental needs dictate.

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 with a major in accounting from an accredited college or university.
3. Four years of progressively responsible experience in accounting.

DESIRABLE QUALIFICATIONS:

Assistant Accounting Manager (Office of the Comptroller)

- Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or related certification.
- Experience with enterprise-wide municipal financial systems.
- Knowledge of governmental accounting and reporting pursuant to the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), City budget laws, purchasing requirements, City charter, City ordinances, applicable state statutes, and other policies and procedures affecting the recording and reporting of the entire City financial position.
- Knowledge of principles and practices of government and management.
- Knowledge of mathematics and the ability to make accurate calculations.
- Ability to read and interpret highly technical work-related material.
- Ability to conduct research such as how various transactions should be treated as well as alternate methods of accounting.
- Ability to effectively plan work, manage multiple priorities, and accomplish goals in a timely manner.
- Attention to detail and skill in organizing and maintaining records and documentation.
- Ability to work independently, remain poised under pressure, and maintain confidentiality.
- Critical thinking skills: analytical, problem-solving, and decision-making skills, as well as sound judgment.
- Honesty and integrity.
- Proficiency with standard computer applications such as word processing and spreadsheet; proficiency with accounting-specific computer programs, particularly enterprise-wide municipal financial systems.
- Written and oral communication skills.
- Interpersonal skills: ability to build and maintain effective working relationships with diverse staff, City managers, elected officials, vendors, and the public.
- Customer service skills: ability to be responsive to requests from senior staff, elected officials, and representatives of other agencies.
- Ability to capably make assignments to and review work of subordinates; set goals, policies, expectations, and deadlines for staff; and monitor employee performance, address employee problems, and resolve conflict among staff.
- Coaching, training, and team-building skills.

SALARY (PAY RANGE 2IX): The current starting salary is **\$58,462** annually for City of Milwaukee residents. The non-resident starting salary is **\$57,028** 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, interviews, 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 examinations, 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 the Milwaukee Fire Department (MFD) and Milwaukee Police Department (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.*

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 414.286.3751, or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Department of Employee Relations, City of Milwaukee, Box AAM, 200 E Wells St, Room 706, Milwaukee, WI 53202**, by **September 19, 2014**. *Receipt of applications may be discontinued any time after that date.*