



TRANSFER/PROMOTIONAL OPPORTUNITY

BUDGET & MANAGEMENT REPORTING MANAGER

Department of City Development

THE PURPOSE of this position is the responsibility for all budgetary and financial support functions for the Redevelopment Authority of the City of Milwaukee (RACM) and City programs administered by the Department of City Development.

ESSENTIAL FUNCTIONS:

30% - Planning & Direction of Development Budget & Financial Planning Programs

- Prepare and/or direct preparation of all budgets for departmental activities, including: City operating budget; city capital improvement budget; community development block grant program budgets; special project budgets (i.e., tax increment districts, federal and state grants, etc.).
- Develop budget and fiscal policy recommendations for the Commissioner and the authorities.
- Meet with governing bodies and outside agencies and appear before RACM and City committees on budgetary matters.
- Review applications for Federal, State, or other non-City funds to finance programs administered by the Department for the City and RACM.
- Serve as a member of Department Bid Committee and Business Resource Committee.

30% - Manage Expenditures, Internal Control and Financial Performance

- Manage and monitor budget performance.
- Assist Division Directors and Program Managers in monitoring fiscal performance by the Department, compared to program budgets; make recommendations as necessary to appropriate Department management; initiate budget revisions and modifications, as required.
- Direct the development and preparation of financial and narrative reports, correspondence, and related informational materials, as required by the Commissioner, Division Directors or Program Managers.
- Develop and implement accounts payable, accounts receivable and internal control procedures as necessary.
- Participate in the completion of the Redevelopment Authority (RACM) and Neighborhood Improvement Development Corporation (NIDC) annual financial audits.
- Assist in the development and implementation of systems to provide for management information and reporting.

25% - Supervision and Training of Staff

- Manage the Budget and Accounting Section including a staff of professional and paraprofessional personnel.
- Develop and implement budgets, develop procedures, assign duties, outline methods and review work of accounting team.
- Select, train and evaluate Section staff.

5% - Plan and Direct Cash Flow to Meet Expenditures

- Manage the cash needs and schedule receipt of funds as needed.
- Direct and oversee RACM's investment program.

10% - Other duties as assigned

- Function as the Finance and Administration Manager during an absence.
- Perform other related duties as assigned.

MINIMUM REQUIREMENTS:

1. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee.
2. Bachelor's Degree in Public Administration, Business Administration, Economics, Finance, Accounting or closely related field from an accredited college or university.
3. Five years of progressively responsible professional experience in financial management, budget development and control, or policy analysis and development.

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

DESIRABLE QUALIFICATIONS:

1. Master's Degree in Public Administration, Business Administration, Economics, Finance, Accounting or closely related field.
2. Experience supervising a professional and paraprofessional staff.
3. Experience at the level of salary grade 08 or above performing duties related to this position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong oral and written communication skills
- Excellent analytical ability and problem solving skills
- Proven ability to manage programs with substantial fiscal resources.
- Ability to manage and supervise staff
- Knowledge of accounting, budgeting and/or financial management
- Substantial knowledge of spreadsheet and word processing software
- Familiarity with government accounting principles.
- Thorough understanding of the City's Financial Information Management System
- Ability to work independently

THE CURRENT SALARY GRADE (11) is: \$2,657 to \$3,720 bi-weekly or \$69,090 to \$96,722 annually.

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, oral interview or other assessment methods. The Department of Employee Relations and the Department of City Development reserve the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to this position.

APPLICATION PROCEDURE: The employment application for this position is available from the Department of Employee Relations website: www.milwaukee.gov/jobs, in person or via mail from the City of Milwaukee Department of Employee Relations, 200 East Wells St., Room 706, City Hall, Milwaukee, WI 53202 or by calling (414) 286-3751.

*Return or send your completed application form to Judith Allen, Resources and Administration Manager, Department of City Development, 809 N. Broadway Building, by Friday, October 29, 2010.
Do NOT return the application to DER.*