

FINANCIAL OPERATIONS MANAGER

Recruitment #1808-5566-001

List Type	Exempt
Requesting Department	DOA-Budget and Policy Division
Open Date	8/7/2018 12:10:00 PM
Filing Deadline	8/28/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

****This position is exempt from Civil Service and serves at the pleasure of the Budget and Management Director.****

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY***

PURPOSE

Under the direction of the Budget and Management Director, the manager of Financial Operations ensures that crucial components of the development of the annual City Budget are consistent with the Mayor's priorities and sound fiscal policy. The manager serves as the primary adviser to the Budget & Management Director on these issues and will have a large role in the decision-making process.

ESSENTIAL FUNCTIONS

- Advise and make recommendations to the Budget and Management Director on all issues related to development of the annual City budget. This includes ensuring that the operating budget expenditure targets are consistent with levy limits, the expenditure restraint program, the Mayor's revenue parameters and future budget forecasts.
- Analyze potential modifications to the technical methods that are used to estimate City of Milwaukee Employee Retirement System (CMERS) Plan liabilities and the resulting employer pension contribution requirements.

- Develop potential CMERS plan benefit design changes that will stabilize or reduce future pension liabilities.
- Ensure that the retirement provisions budget includes projections for current and future use of the employer's reserve.
- Analyze the City's health care budget to estimate the annual budget, determine the impact of potential plan design changes and represent the Budget and Management Director on the City of Milwaukee Wellness and Prevention Labor Management Committee.
- Estimate annual amount budgeted in the wages supplement fund based on potential union and non-union wage increases and be part of the decision making in determining the actual percentage increase.
- Monitor overall departmental salaries to ensure there is sufficient funding to cover estimated year end salary expenses.
- Oversee the costing of labor contract proposals and provide input on labor contract issues. Work to ensure accurate cost estimation.
- Monitor, report and analyze current State aid status or changes to current State intergovernmental aid programs and changes to local revenue options.
- Recommend a City position on legislative proposals that impact the City's intergovernmental aids or impact the City's ability to generate revenue.
- Supervise and direct the work of several professional staff in their independent analysis of the annual budgets of departments, major divisions or funds.
- Recommend to and advise the Budget and Management Director on planning, personnel, organizational and operational changes and other matters to meet the administrative needs of the division and implement changes as assigned by the director.
- Oversee the development of the annual budget summary document by reviewing and editing all analyst prepared budget summaries.

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. Status as a current City of Milwaukee employee.
2. Bachelor's degree in public administration, economics, political science or a closely related field from an accredited college or university.
3. Five years of experience in key policy development, budgetary and/or fiscal management roles.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Master's degree in a closely related field from an accredited college or university.
- Experience in an executive budget office.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the principles and practices of governmental accounting, finance, and budgeting.
- Knowledge and understanding of the City's process and procedures related to budget preparation and administration.
- Knowledge of mathematics and ability to make accurate calculations.
- Ability to read and interpret budget and finance related documents and policies.
- Ability to work independently while supporting and mentoring staff members.
- Ability to work effectively under pressure while handling multiple tasks.
- Ability to work effectively in a diverse, collaborative, team-oriented environment.
- Ability to work independently, with minimal supervision.
- Ability to work effectively with all levels of employees, management, consultants, elected officials, and the public.
- Strong analytical, research, and project participation skills.
- Ability to use standard computer software and programs such as word processing, spreadsheet and databases to create documents and prepare reports.
- Strong understanding of PeopleSoft's Financial Management Information System (FMIS) and Human Resources Management System (HRMS).
- Proficient oral and written communication skills, including ability to clearly present information to elected officials.
- Ability to effectively lead, develop and provide guidance to staff members engaged in budget activities.
- Ability to maintain complete confidentiality; demonstrate honest, ethical behavior; and use sound judgment.
- Professionalism, dependability, integrity and a positive team oriented attitude.

CURRENT SALARY

The starting salary (Pay Range 1KX) for City of Milwaukee residents is \$85,757-\$120,064 annually, and the non-resident salary range is \$83,653-\$117,118. *Appointment will be made in accordance with the provisions of the 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 Dept. of Administration- Budget 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.

****The request to exempt this position will be heard by the City Service Commission (CSC) on Tuesday, August 14, 2018.****

ADDITIONAL INFORMATION

APPLICATION PROCEDURE: Interested individuals must submit a resume and a letter of interest by email to the Budget and Management Director, Dennis Yaccarino at dyacca@milwaukee.gov. Please indicate “Financial Operations Manager” in the subject line. Questions may be directed to Dennis Yaccarino by email or by phone at 414-286-8552. *The deadline for submission of application materials is Tuesday, August 28, 2018.*