

Finance Specialist

Recruitment #1904-0332DC-001

List Type	Transfer/Promotional
Requesting Department	PORT OF MILWAUKEE
Open Date	4/12/2019 1:42:00 PM
Filing Deadline	5/3/2019 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

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

PURPOSE

Under the direction of the Port Finance Officer, the Finance Specialist processes, generates, and maintains financial and personnel records for the Port of Milwaukee.

ESSENTIAL FUNCTIONS

Accounts Receivable: Generate Port Milwaukee invoices within Financial Management Information Systems (FMIS). Monitor daily receipts through the City Treasurer's Office, reconcile receipts against outstanding balances, resolve accounts receivable inquiries and maintain files. Develop /generate accounts receivable reports for Port personnel.

Accounts Payable: Process accounts payable invoices within FMIS. Process purchase requisitions and purchase orders. Respond to related inquiries from vendors and Port personnel and develop and generate accounts receivable reports.

Payroll: Process Port Milwaukee payroll by reviewing and/or entering time cards, preparing payroll adjustments, processing auto allowances and attending meetings for payroll staff. Prepare and maintain human resource records in paper and electronic formats, work with section managers to ensure pay progression processes are completed in timely manner, enroll staff in City of Milwaukee training programs, and gather and prepare data, documents and reports for Port personnel.

Finance: Perform general accounting duties; conduct monthly reconciliation of outstanding invoice balances and maintain reports on accounts in arrears/delinquency with the Port Finance Officer. Monitor monthly payments and budget amounts for contracted vendors, and process contract change orders. Develop and manage financial data in the FMIS, Excel, Access, or other applicable software programs.

Purchasing: Organize and maintain purchasing documents including contracts, BID and RFP files, including contacting and coordinating with vendors.

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. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in accounting, business administration, finance or a closely related field from an accredited college or university.
3. Two years of experience performing payroll and financial functions using Human Capital Management (HCM) and Financial Management Information Systems (FMIS).
4. Current status as, or meets eligibility and exam requirements to become, a Notary Public in Wisconsin within six months of appointment.

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

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.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of governmental accounting principles.
- Knowledge of human resources policies and procedures related to payroll and record keeping.
- Knowledge of mathematics and the ability to make accurate calculations relative to various functions, including accounts payable, payroll, monthly payments and budget amounts for contracted Port vendors.

- Ability to use and manage data in the FMIS, Excel, Access and other software programs.
- Ability to handle confidential employee information with discretion and good judgment.
- Ability to think critically and analytically.
- Interpersonal skills, including the ability to maintain effective working relationships with vendors and Port Staff.
- Customer service skills, including the ability to provide excellent service to employees, officials, and the public.
- Ability to use standard computer software and programs such as word processing, spreadsheet, database and the Internet.
- Oral communication skills to be able to convey information clearly and effectively.
- Ability to read and understand documents such as civil service rules, policies, and other technical publications.
- Written communication skills, including the ability to prepare reports and correspondence.
- Ability to work in a team environment and to maintain good working relationships with multi-cultural members of the public, coworkers and employees from other city departments.
- Ability to multi-task and remain organized to meet varying deadlines.
- Ability to interact with the public with tact and diplomacy.

CURRENT SALARY

THE CURRENT SALARY RANGE (Pay Range 2FX) for City of Milwaukee residents is \$48,670-\$67,616 annually, and the non-resident salary range is \$47,476-\$65,957. 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 Port Milwaukee 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.

INITIAL FILING DATE- The selection process will be held as soon as practical after **Friday, May 3, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The

applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

ADDITIONAL INFORMATION

APPLICATIONS:

- Applications and further information can be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 204

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.