

# GRANT BUDGET SPECIALIST

Recruitment #1803-5081-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DEPT OF CITY DEVELOPMENT
<b>Open Date</b>	3/16/2018 11:00:00 AM
<b>Filing Deadline</b>	4/6/2018 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

[Go Back Apply](#)

## INTRODUCTION

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

## PURPOSE

Under the direction of the Budget and Management Reporting Manager, the Grant Budget Specialist is responsible for the planning, development, preparation, accounting, and control of budgets for all Department of City Development, Redevelopment Authority of the City of Milwaukee (RACM) and Neighborhood Improvement Development Corporation (NIDC) grants.

## ESSENTIAL FUNCTIONS

### Budget Management:

- Plan and implement budget development schedules for all DCD, RACM, and NIDC, grant programs and coordinate budget development activities within DCD, with other City departments, and with state and federal agencies.
- Prepare preliminary and final budgets and applications for funds in accordance with city, state, and federal guidelines and assist in the preparation of annual budgets, including revisions and amendments as required.
- Develop, design, and implement procedures to monitor grant budget performance including the creation and maintenance of grant databases for the purpose of analysis and forecasting of financial information.
- Prepare and implement proper budget, accounting, and audit functions to ensure financial controls and systems are in place.

- Audit Common Council resolutions, grant analysis forms, grant budget forms, contracts, and agreements for City and RACM grants prior to final signature.
- Prepare resolutions for consideration by the Common Council and Redevelopment Authority Board when required.
- Participate in funding coordination activities between budget and human resource functions.
- Provide personnel budget forecasts for the Neighborhood Stabilization Program (NSP) and miscellaneous grant funds.
- Provide ongoing supervision, technical, and administrative assistance to project managers, professionals, and clerical personnel.
- Coordinate and implement various administrative and financial policies and procedures.
- Prepare various cost studies and reports.

Financial Management-Grant Programs:

- Provide accounting and prepare and submit financial and expenditure reports for department and RACM grant programs.
- Provide financial and informational grant support to all DCD and RACM staff.
- Prepare and process all RACM, City, and CDBG grant reimbursements.
- Provide bank wire verification authority on behalf of department and RACM. Monitor grants, and resolve accounting and reporting issues.
- Prepare status reports for use by grant managers as requested; identify issues, concerns and problems; and communicate with grant managers, grantors, and auditors.
- Act as primary point of contact for all staff receiving grant funding to ensure all grant requirements are being met.
- Participate in negotiating the terms and conditions of agreements with grantors.
- Once grant funds are received, prepare financial reports, including deposit information, as required by grant guidelines.
- Estimate cash needs, and prepare cash requisitions in order to meet payment schedules for DCD and RACM grant programs.
- Manage NSP loan and Brownfield Revolving Loan Fund (BRLF) program loan portfolios.
- Manage on-going Program Income (Revenues).

General Accounting:

- Assist in the development of accounting policies and procedures and the development of cost of overhead distribution methods for all programs of the department with regard to DCD and RACM grants.

- Provide guidance and assistance in resolving accounting problems identified by staff or auditors.
- Coordinate and supervise all phases of the RACM single audit engagement; prepare draft and final Single Audit report.
- Act as point of contact for the Comptroller's Office for the City's annual single audit engagement pertaining to DCD grants.
- Oversee proper accounting functions in support of Common Council and RACM board policy and objectives, state and federal guidelines, and City, RACM, and CDBG grants; establish general ledger accounts and monitor analysis and reconciliation of grant transactions to ensure timeliness, accuracy, consistency, and completeness.
- Assist RACM Lead Accountant in RACM Accounting; approve City and RACM payment requests, prepare journal entries, and assume responsibility for year-end closing, reconciliations, and communication with external auditors.
- Take lead role in the year-end closing of RACM grant programs.
- Prepare appropriate ledgers, including all related tasks.

*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 business, economics, accounting, or a closely related field from an accredited college or university.
3. Four years of progressively responsible governmental accounting or financial experience.

*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

- Knowledge of federally-assisted program requirements.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of the principles and practices of governmental accounting, budgeting, and the analysis and reporting of financial data.
- Ability to master grant accounting and learn related state and federal grant procedures.
- Commitment to keeping up-to-date with best practices in accounting.
- Knowledge of mathematics and the ability to make accurate calculations.
- Maintain up-to-date knowledge with all City, state, and federal procedures and regulations concerning grant awards.
- Proficiency using computer applications such as spreadsheet, word processing, and database; ability to use accounting programs.
- Ability to read and interpret complex job-related documents.
- Excellent written communication skills; ability to produce reports, memos, letters, and other documents.
- Effective oral communication skills.
- Ability to work cooperatively and effectively with coworkers, City officials, representatives from outside agencies, and citizens whose backgrounds may differ from one's own.
- Critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.
- Planning, organizational, and time management skills.

## **CURRENT SALARY**

The current salary range (Pay Range 2IX) for City of Milwaukee resident is \$58,462-\$81,844 annually, and the non-resident salary range is \$57,028-\$79,836. 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 Department of City Development 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.

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 and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

EEO = 202

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

**Click on a link below to apply for this position:**

**Fill out the Application NOW using the Internet.**

