

INVESTMENTS & FINANCIAL SERVICES COORDINATOR

Recruitment #1504-4916-001

List Type Transfer/Promotional
Requesting Department CITY TREASURER
Open Date 4/16/2015
Filing Deadline 5/6/2015 11:59:00 PM
HR Analyst Lindsey O'Connor

PURPOSE

Plans, directs, coordinates and manages all of the fund accounting and cash management activities of the Financial Services Division on a daily basis. Assumes full responsibility for the supervision of the Financial Services Division in the absence of the Investments and Financial Services Manager.

ESSENTIAL FUNCTIONS

General Fund Accounting:

- Completes a daily cash journal, summarizing all receipts and disbursements processed by the department and making the requisite entries into the general ledger.
- Monitors the recording of ACH payment receipts and sends the requisite information to City departments to obtain the appropriate documents to record the receipts into the general ledger.
- Administers payroll withholding taxes, including processing payments through the Federal and State websites.
- Coordinates the bank reconciliation process, including resolution of reconciling items, and filing of bank statements and supporting documents.
- Processes the Oracle/PeopleSoft routine for monthly reconciliation of paid accounts payable and payroll checks.
- On a daily basis, records transactions via the cashier system to the City's general ledger and confirm posting the next day.
- Responsible for the annual outlaw of stale dated checks and the redeposit of funds to the General Fund per Common Council Resolution.
- Prepares the monthly investment journal entry into the City's general ledger.
- Reconciles the monthly investment reports to the City records and to the financial institution statements.

Cash Management:

- Determines and sets the daily cash position.
- Obtains previous day bank account activity and balance information reports.
- Originates wire transfers and ACH batches for payment of City Accounts Payable, Payroll, Distribution of tax collections, investment of City funds and the concentration of City funds.
- Verifies that the requisite funds transfers are made on a daily basis.
- Enters investment transactions into the City's portfolio management system.
- Daily monitoring of positive pay disbursement accounts for fraudulent items.
- Prepares the funding worksheet for each payroll.
- Researches and responds to open records requests made of the Financial Services Division.

Investments & Financial Services Coordinator (City Treasurer)

Additional Duties:

- Assumes full responsibility for the supervision of the Financial Services Division in the absence of the Investments and Financial Services Manager.
- Complies and maintains Standard Operating Procedures (SOP's) for current job duties and assures subordinates SOP's are maintained and up-to-date.
- Assists internal and external auditors by providing requested information.

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. Bachelor's degree in accounting, finance, business administration or a closely related field from an accredited college or university.
 - *IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*
 - ****The transcript must include your name, the school name, classes with credits received and degree awarded and date awarded (if applicable). Copies of official transcripts are acceptable.****
2. Three years of experience in accounting, finance, banking, or treasury management. Equivalent combinations of education, training and experience may also be considered.

DESIRABLE QUALIFICATIONS

Certified Public Accountant (CPA)

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of accounting principles and practices.
- Knowledge of accounting and financial controls and their application to investment accounting and portfolio management systems.
- Knowledge of investment vehicles, portfolio and case management theory and investment processes.
- Interpersonal skills to work with diverse individuals inside and outside the organization.
- Analytical skills to analyze data and recommend options to deal with discrepancies and reconciling items.
- Ability to prepare written reports.
- Ability to present information orally when applicable.
- Ability to maintain good public relations with the general public, the business community, elected officials and various government agencies and department.
- Ability to analyze financial markets and make recommendations on the investment of City funds.
- Ability to perform work accurately under pressure to meet deadlines. Ability to supervise others and delegate work.
- Ability to use computer programs and software such as MS Excel, MS Word, email, internet browsers, Adobe Professional and Reader and investment portfolio management systems.

Investments & Financial Services Coordinator (City Treasurer)

CURRENT SALARY

The current starting salary (PG 2IX) is \$58,462 annually for City of Milwaukee residents. The non-resident starting salary is \$57,028 annually. ***Appointment above the minimum is possible.***

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 the Department of City Treasurer 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 non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.*