

PENSION ACCOUNTING MANAGER

Recruitment #1609-4872-001

List Type Transfer/Promotional

Requesting Department EMPLOYES' RETIREMENT SYSTEM

Open Date 9/30/2016 12:00:00 PM

Filing Deadline 10/14/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

PURPOSE

The Pension Accounting Manager routinely interacts with ERS staff, management, retirees and other pension stakeholders regarding pension benefits, including recurring and one-time payments and methods of payments.

ESSENTIAL FUNCTIONS

- Maintain the annuitants' monthly payroll records including updating demographic information, tax withholding elections and ACH direct deposit information and processes deductions and adjustments/payment corrections.
- Maintain payroll controls for reconciling the monthly payrolls, general payments and monthly vendor payment summary. Reconcile the vendor payment summary report for accuracy. Prepare month end reports and reconcile withholding taxes and all other deductions. Determine necessary funding transfer amounts to cover benefit payments, and submit the necessary interface files to appropriate financial institutions.
- Direct and provide guidance to the pension accounting specialist; provide guidance and collaboration regarding downstream business implications associated with Client Services.
- Communicate with retirees regarding monthly benefits, checks, ACH direct deposits, taxes, etc.; issue stop payment notifications, voids and reissues payments. Perform additional related online banking functions and initiate, process and monitor online banking transactions.
- Coordinate outside earnings requirements; assist in processing retro settlements, and unclaimed property benefits and update annual COLA rules. Prepare monthly, quarterly and annual payroll reports including federal and state withholding, FICA and garnishments.
- Perform monthly audit of the Policemen's Annuity and Benefit Fund payroll.

Pension Accounting Manager (ERS)

- Oversee submission of application tax withholdings filing and monitor reporting progress and completion in accordance with IRS regulations. Oversee production and distribution of 1099R forms.
- Process and audit all refunds and death benefits.
- Provide assistance to both internal and external auditors, and in the absence of the Financial Officer, assume the primary responsibility of that function.

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, finance or public administration, or a closely related field from an accredited college or university.

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.

3. Five years of progressively responsible experience in governmental accounting, investment accounting or finance work.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Advanced degree such as a Masters in Business Administration or Accounting
- Certified Public Accountant or CPA candidate

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge and Skills

- Knowledge of federal and state tax regulations as they relate to reporting of wages, pensions and rollover rules.
- Knowledge of modern governmental accounting theory, principles and practices.
- Knowledge of the Employee's Retirement System benefit calculations.
- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of Governmental Accounting Standards Board standards.

Pension Accounting Manager (ERS)

- Knowledge of internal control procedures.
- Ability to use standard office hardware and software such as MERITS and Microsoft Office Suite.

Leadership Skills

- Leadership and supervisory skills to assign duties, set performance standards, monitor work in progress, evaluate performance, and make hiring recommendations.
- Training and motivational skills to provide guidance and training and coach team members to success.
- Ability to use and create standard operating procedures.
- Ability to work in a highly independent manner while collaborating with and serving as a resources to other staff members.

Communication and Interpersonal Skills

- Oral communication skills in order to positively represent the department to individuals and groups both large and small.
- Written communication skills to prepare clear and concise business correspondence and reports.
- Interpersonal skills to collaborate effectively with other City managers, elected officials, fellow staff, direct reports, and outside parties.
- Customer focus to provide retirees with exceptional service delivery.

Critical Thinking Skills

- Analytical skills to identify opportunities to improve work processes and collaborate with others.
- Problem-solving skills to effectively research complex tax issues and make recommendations to the Board and management.
- Decision-making skills and sound judgment to determine when issues should be escalated to ensure compliance with applicable laws, regulations and ordinances.

CURRENT SALARY

THE CURRENT STARTING SALARY (PAY RANGE 1EX) for City of Milwaukee residents is \$58,462 annually, and the non-resident starting salary is \$57,125.

See the salary ordinance for specifics regarding promotions:

<http://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Salary/2016SalaryOrdinance9-20-16.pdf>.

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 Employees' Retirement Systems reserve the right to call only the most qualified candidates to oral exams, 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.

Resumes are required to be submitted by the deadline and must include specific details regarding each position held including, employer, title, full or part-time status and a summary of the responsibilities.

INITIAL FILING DATE. The selection process will be held as soon as practical after **October 14, 2016**. 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 job selection process at the time and place designated by the City of Milwaukee.

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-Department of Public Works (DPW) employees hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.