

PENSION ACCOUNTING SPECIALIST

Recruitment #1507-4648-001

List Type Transfer/Promotional

Requesting Department EMPLOYEES RETIREMENT SYSTEM

Open Date 9/1/2015 10:00:00 AM

Filing Deadline 10/2/2015 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

See note regarding eligibility for Transfer/Promotional Opportunities under "Selection Process," below.

PURPOSE

Under the direction of the ERS Chief Financial Officer, the Pension Accounting Specialist (PAS) performs accounting and administrative work in the preparation of financial reports, as well as provides oversight as a lead accountant in the area of the maintenance of earnings history information for active employees. The PAS also assists in the processing of benefit payments of the City of Milwaukee Pension Trust and for annuitants of the Police Annuity and Benefit Fund.

ESSENTIAL FUNCTIONS

- Prepares and balances monthly investment earnings; creates general ledger journal entries for Employees' Retirement System (ERS) accounting system (ACCPAC); produces reports; reviews reports for accuracy and completeness; and maintains permanent record of ERS financial and accounting transactions, including source documentation. Maintains electronic copies of the Trust Portfolio (custodial records).
- Audits final benefit calculations for retirement, death, and disability. Confirms service credit, salary history, account balance, option selection, and social security benefits. Ensures calculations are Chapter 36-compliant.
- Prepares monthly, quarterly, and annual financial reports. Prepares required reports for management, ERS Board, and staff. Prepares ERS Annual Report to members.
- Accumulates, calculates, posts, balances, and reconciles data for specific investments (valued at \$4.7 billion as of 12/31/2014); identifies, traces, and otherwise resolves discrepancies involving trust company records in accordance with established procedures and Generally Accepted Accounting Principles (GAAP).
- Approves pending payroll for new retirements, social security, child allotment, deaths, escalator, supplement, primary insurance amounts (PIA), cost-of-living adjustments (COLA), and retro adjustments. Balances payroll controls to pension detail records.
- Assists in preparation of departmental budget. Researches and retrieves information from Oracle's PeopleSoft accounting system, or Financial Management Information System (FMIS).
- Performs bank reconciliation of all payroll-related checking accounts.
- Provides assistance to external auditors in completion of annual audit of financial statements.
- Serves as backup to the Payroll Accountant.

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. Current status as a regularly appointed employee of the City of Milwaukee having passed probation for current position held at time of appointment.
2. Bachelor's degree in accounting, business administration, finance, or a 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. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable), and the date the degree was completed.*
3. Three years of progressively responsible governmental accounting or finance work.
 - *Equivalent combinations of education and experience may be considered.*

DESIRABLE QUALIFICATIONS

- CPA certification or CPA candidacy.
- Master's degree in business administration (MBA).
- Experience administering payrolls or pensions.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of modern governmental accounting theory, principles, and practices, including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Knowledge of mathematical principles and the ability to make accurate calculations.
- Ability to learn and use department-specific computer applications as well as standard spreadsheet and word processing software.
- Analytical, problem-solving, and decision-making skills, as well as sound judgment.
- Honesty, integrity, and the ability to maintain confidentiality.
- Oral communication skills, including the ability to explain technical concepts clearly.
- Written communication skills; ability to write clear and concise letters, memos, email messages, and reports.
- Ability to work well both independently and as a member of a team.
- Ability to establish effective working relationships with diverse people at all staff levels.
- Ability to organize, prioritize, and accomplish work in an environment with fixed payroll schedules.
- Attention to detail.

CURRENT SALARY

The current starting salary (PG 2GX) for City of Milwaukee residents is **\$51,469** annually, and the non-resident starting salary is \$50,206. Appointment above the minimum may be 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 Employees' Retirement System reserve the right to call only the most qualified candidates to oral, performance tests, or personal interviews. Information

Pension Accounting Specialist (ERS)

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 examination will be held as soon as practical after **September 25, 2015**. 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. Qualified applicants will be notified by mail of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

Application Procedure:

- Applications and further information can be accessed by visiting 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.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

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- **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 the Milwaukee Fire Department (MFD) and Milwaukee Police Department (MPD) hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*
- **NOTE:** *The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*