



PLEASE POST

CITY OF MILWAUKEE  
DEPARTMENT OF EMPLOYEE RELATIONS  
ROOM 706, CITY HALL

***TRANSFER/PROMOTIONAL OPPORTUNITY***  
**REVENUE & FINANCIAL SERVICES SPECIALIST**  
***(Office of the Comptroller)***

**THE COMPTROLLER** is one of four City-wide elected officials and the City's Chief Financial Officer. This Office is responsible for the City's accounting and financial reporting systems, internal audit, City debt and the City's revenue budget. The Comptroller also represents the City on various boards and commissions.

**THE PURPOSE:** This position is responsible for all revenue estimates contained in Adopted City budget, including certification of the annual City property tax levy, preparation of an Annual State Financial Report (ASFR) which is used by the State to determine State Shared Revenue (approximately \$270 million annually), including Transportation Aids and Payment for Municipal Services

The position: prepares a Combined Annual Property Tax Report sent to all City taxpayers, an Annual Review of Lending Practices of Financial Institutions, and the City's Comparative Revenue and Expenditure Report; provides assistance on the fiscal policy impact of proposed State legislation; and provides accounting and administrative duties related to the City's Low Interest Mortgage and Industrial Development Bond programs as well as the calculation of the City's indirect and overhead cost recovery rates; reports to the Special Deputy Comptroller & Director of Financial Services, supervises a Revenue and Financial Services Specialist and a Management Accounting Specialist Senior, provides assignments to administrative and clerical staff; and works directly with City Assessor, State Department of Revenue staff, other City department managers.

**ESSENTIAL FUNCTIONS:**

- City Revenue Budget - Prepares Citywide revenue estimates and solicits, reviews and modifies as necessary all departmental revenue estimates as required by State Statute and/or City Charter
- Annual State Financial Report (ASFR) - Prepares this Report annually for the State of Wisconsin. This Report forms the basis for the receipt of nearly \$270 million in State Aids annually by the City.
- Annual Property Tax Report (The "Tax Dollar") - Prepares a brochure, which is enclosed with the property owner's tax bill explaining the property tax.
- Annual Comparative Revenue and Expenditure Report – Prepares a report to the Common Council which compares City Revenues and Expenditures to comparable cities as well as provides infrastructure replacement cycles.
- Annual Financial Institutions Mortgage Lending Report - Prepares a report to the Common Council which describes and analyzes the residential mortgage lending activity of private financial institutions within the metro area.
- Fiscal Policy Impact of Proposed State Legislation - Monitors possible State legislation which could impact on Milwaukee
- Accounting Duties Related to City Financial Statements & Special Programs - Performs accounting tasks related to preparation of the City's financial statements and its Comprehensive Annual Financial Report (CAFR).

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**THE REQUIREMENTS**

1. Current status and at least 3 months of experience as a regularly appointed City of Milwaukee employee.
2. Bachelor's Degree in Business Administration or related field (major in finance or accounting preferable) from an accredited college or university.

3. Three years of professional experience related to the responsibilities of this position which a) involved substantial analysis, interpretation and reporting of financial data and preparation of financial statements and, b) included extensive use of analytical, quantitative and statistical analysis skills including complex mathematical model development and maintenance on electronic spreadsheet software.

*Note: Equivalent combinations of education and experience may be considered.  
Academic transcripts may be requested at a later date.*

**DESIRABLE QUALIFICATIONS**

- Working knowledge of the PeopleSoft Financial Management System.
- Master's Degree in Business Administration, Public Administration, or related field.
- Related professional certification, e.g., CPA, CMA, CFA, GFOA.

**KNOWLEDGE, SKILLS AND ABILITIES** required of this position include but are not limited to the following:

- Ability to prepare financial statements and analyze financial data.
- Extensive analytical, quantitative and statistical analysis skills including mathematical model development and maintenance on electronic spreadsheet software.
- Ability to work well under tight time pressures.
- Knowledge of job-related terminology, laws, regulations, and disclosure requirements.
- Strong detail and quality control orientation.
- Ability to work under moderate to heavy pressure (both time and accuracy related).
- Ability to plan, schedule and coordinate a variety of events involving deadlines and the work of outside professionals.
- Strong interpersonal skills and ability to communicate effectively verbally and in writing.

**THE 2008 SALARY (SG 012) IS:** \$73,626-\$103,076 annually with excellent benefits.

**THE SELECTION PROCESS** will be job-related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written and/or practical test, interview, or other assessment methods. The Department of Employee Relations and the Office of the Comptroller reserve the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

**APPLICATION PROCEDURE:** Send or email a resume with cover letter to: Rebecca Reyes Duke, Human Resources Analyst-Sr., Department of Employee Relations, 200 E. Wells St, Room 706, Milwaukee, WI 53202-3554 no later than **December 19, 2008.**