

TRANSPORTATION FINANCIAL ANALYST

Recruitment #2104-5045-001

List Type	Transfer/Promotional
Requesting Department	PARKING
Open Date	4/15/2021 2:05:00 PM
Filing Deadline	4/29/2021 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

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

PURPOSE

Under the direction of the Finance and Administration Manager, the Transportation Financial Analyst provides staff support in the development and administration of the Department of Public Works (DPW) Parking Section's operating and capital budgets and in the analysis of parking programs, operations and functions.

ESSENTIAL FUNCTIONS

Research, Analysis and Recommendations

- Conduct analyses and make recommendations concerning the financial impact of parking programs and operations, such as parking structure contract requirements, meter rate changes, tow policies and fees, permit policies and citation issuance.
- Conduct analyses of the out-year financial implication of contract terms.
- Develop necessary analytical and statistical methodologies, reports and recommendations.
- Provide assistance to the Parking Services Manager by conducting research into parking related program changes, local impacts and cost benefit analyses.

- Provide assistance to the Streetcar System Manager by providing financial research and analysis of ridership and rate methodologies; monitor accounts, organize invoices and ensure timely payments.
- Perform research and provide assistance in developing and monitoring various contracts, RFPs and bids; assist with data reporting for grants.
- Monitor contract expenditures and contract balances, providing proactive reports on contracts which need to be re-issued or to which funds need to be added.
- Assist with procurement projects and provide general analytical assistance.

Transportation Financial Analysis, Reports, Accounting and Oversight

- Provide detailed financial analyses and reports, including narrative, financial, and statistical. Analyze revenue, expenses, cost-accounting and profit/loss statements for current and future operations to ensure the vitality of the Transportation Fund.
- Prepare, monitor and analyze previous years' operating and capital budgets for both the Parking and Streetcar units within the Transportation Fund.
- Provide professional staff support to management and accounting staff for proper financial recording and timely processing, preparation, monitoring and control of invoices for the Transportation Fund; provide support and assistance to maintain general accounting principles and to ensure City financial processes are in place, followed and monitored.
- Provide financial reports and analyses of parking revenues, costs and expenses; prepare financial projections.
- Provide data for the Budget Office and others for budget preparation and monitoring.
- Provide financial information, such as out-year cash flow development and upkeep, to monitor the need for rate modifications.
- Prepare quarterly and annual revenue and expense summary reports and monitor expenses on a regular basis.
- Prepare financial and accounting reports.
- As part of the snow and ice control management team, report as called upon in order to provide organization and response coordination to meet the needs of the department.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

The Transportation Financial Analyst must be willing and able to do the following:

- Work various shifts and extended hours, including weekend and holidays as scheduled or as called during snow and ice control operations and other emergencies as necessary to meet the needs of the City of Milwaukee.
- Work in all types of weather conditions for extended periods of time.
- Walk, reach, and lift and move up to 10 pounds on occasion.
- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

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 administration, finance or a closely related field from an accredited college or university.
3. Four years of progressively responsible governmental accounting or financial analysis experience closely related to the essential functions above.
4. Valid driver's license at time of appointment and throughout employment.
5. Consistent with Wis. Stat. Sec. 66.0502 (4)(b) and Rule VIII, Section 9 of the Rules of the Board of City Service Commissioners, this position has been designated as "emergency personnel," and the successful candidate will have six months from date of appointment to establish residence within 15 miles of the jurisdictional boundaries of the City of Milwaukee.

Equivalent combinations of education, training and experience may also be considered.

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

- Governmental budgeting experience.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of the principles and practices of financial analysis.
- Knowledge of the principles and practices of statistical analysis.
- Knowledge of the principles and practices of governmental accounting.
- Knowledge and understanding of the City's process and procedures related to budget preparation and administration.
- Knowledge of revenue/expense forecasting principles and techniques.
- Knowledge of financial research and data collection, including accounting and financial record keeping.
- Ability to analyze and make recommendations concerning the financial impact of parking programs and operations.
- Ability to conduct in depth research, develop necessary analytic and statistical methodologies and prepare statistical reports and recommendations.
- Knowledge of mathematics and the ability to make accurate calculations relative to various functions, including accounts payable/receivable, cost accounting, monthly payments and budget amounts for contracted DPW vendors.
- Proficiency using standard computer software and programs such as word processing, spreadsheet, and financial software systems and databases.
- Ability to use, manage and query data within various software programs such as FMIS, Excel, Access, and the internet.
- Ability to respond to and provide organizational support and coordination in snow and ice control operations.

Communication and Interpersonal

- Customer service skills, including the ability to provide excellent service to coworkers, employees, officials, and the public.
- Effective verbal communication skills to be able to convey information clearly, including presenting financial data to policy makers.
- Ability to read and understand documents such as budgets, policies, and other technical publications.
- Effective written communication skills, including the ability to draft reports, business correspondence, and email.
- Ability to produce financial materials so they can be understood by individuals at all levels of the organization.
- Ability to practice active listening by giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.

- Ability to work cooperatively and fairly with people whose backgrounds may differ from ones' own.
- Ability to work in a team environment.
- Ability to interact with the public with tact and diplomacy.

Judgment and Responsibility

- Ability to think critically and analytically.
- Ability to handle confidential DPW information with discretion and good judgment.
- Ability to plan, organize, initiate, prioritize and complete work to achieve objectives in a timely manner, within deadlines and with limited supervision.
- Ability to perform under pressure, to manage multiple priorities and to work within tight time constraints.
- Ability to maintain composure during stressful situations.
- Ability to effectively analyze and resolve issues and as well as to exercise sound judgment.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available.
- Ability to apply ethics and exercise the importance of independence.
- Honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

THE CURRENT SALARY RANGE (Pay Range 2JX) is **\$68,571-\$87,270** annually, and the incentive salary range for City of Milwaukee residents is **\$70,628-\$89,889** annually.
Appointment will be made in accordance with the provisions of the salary ordinance.

NOTE: The incumbents of positions in this class, if certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, to receive 4.8% additional biweekly salary as compensation for such overtime work.

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 Public Works reserves 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.
- 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 at City Hall, 200 E. Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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