



DRAFT!

TRANSFER/PROMOTIONAL OPPORTUNITY
Accountant I
Milwaukee Police Department

PURPOSE: The Accountant I performs various duties at a professional level in the Budget and Finance Division related to general fund accounting, purchasing, grants, accounts payable processing, and cash receipts. The person in this position also serves as a lead worker for accounting and office assistants.

ESSENTIAL FUNCTIONS:

- Performs account reconciliation and analysis.
- Monitors and analyzes grants.
- Generates billings and reports.
- Assists department members through the purchasing process, including monitoring requisitions and purchase orders.
- Creates cash receipt schedules and entries.
- Serves as a lead worker for two accounting assistants and one office assistant.
- Performs other related duties as assigned.

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

MINIMUM REQUIREMENTS:

1. Current status and three months of experience as a regularly appointed City of Milwaukee employee (including employees of the police and fire departments).
2. Bachelor's Degree in accounting, finance, business administration, or a related field from an accredited college or university.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS:

- Experience in accounting performing duties related to this position.
- Certified Public Accountant (CPA) designation.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- General knowledge of contemporary accounting theory, principles, and practices.
- Knowledge of mathematics and ability to perform accurate calculations.
- Ability to use a computerized accounting system as well as spreadsheet and word processing programs.
- Oral communication skills.
- Ability to write clear and concise business correspondence.
- Analytical and problem-solving skills.
- Honesty and integrity.
- Ability to provide satisfactory customer service.
- Ability to work in a team environment as well as serve in a lead worker capacity, assigning tasks and directing the work of assistants.
- Ability to effectively organize, prioritize, and complete work.

CURRENT SALARY (SG 545, 2006 RATES) IS: \$42,594-\$48,825 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department 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.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Ms. Pamela K. Roberts, Personnel Officer, Milwaukee Police Department, 749 W State St, Room 427, Milwaukee, WI 53233** by **June __, 2010**. *Receipt of applications may be discontinued any time after that date.*