



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

May 8, 2025

Board of City Service Commissioners
c/o Harper Donahue, IV, Executive Secretary
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

RE: Extension of Temporary Appointment for Jodi Wingers (through November 25, 2025)

Dear Commissioners,

The Department of Employee Relations – Employee Benefits Division respectfully requests an extension of the temporary appointment for Jodi Wingers to the position of Assistant Accounting Manager.

For the past two years, Ms. Wingers has served as a Business Operations Specialist in the Business Section of DER. In this role, she works closely with the Business Finance Manager to oversee the administration of more than \$120 million in Special Purpose Account (SPA) expenditures, payroll for both DER and the Auxiliary Resource Program, and programs such as tuition reimbursement. Ms. Wingers brings over 20 years of City service experience, having previously maintained and audited financial records for the Comptroller's Office and the Health Department.

Following the retirement of the previous Business Finance Manager, Ms. Wingers assumed several additional responsibilities, including budgeting, expenditure tracking, and oversight of the City's flexible spending and wellness programs. Although a new Business Finance Manager was appointed effective March 1, 2025, Ms. Wingers continues to carry out these added duties while the new incumbent undergoes training and allocates time to support police contract negotiations.

Therefore, we are requesting an extension of her temporary appointment from its current end date of Pay Period 11 (May 24, 2025) to Pay Period PP25 (November 25, 2025), with the understanding that the appointment may conclude earlier if circumstances allow.

Thank you very much for your consideration. Should you have any questions, please do not hesitate to call me at (414) 286-2938.

King regards,

Molly King
Employee Benefits Director



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS: <u>TRAINING AND EDUCATION:</u> <u>WORK EXPERIENCE:</u> <u>OTHER REQUIREMENTS (i.e. LICENSES):</u>			
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) No Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER	SIGNATURE <i>N King</i>	TITLE	DATE
APPROVING OFFICER	SIGNATURE <i>Hato</i>	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Wingers, Jodi A		05/08/2025
POSITION TITLE	PAY RANGE	RATE OF PAY
Assistant Accounting Manager	1HX	\$3179.90

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Jodi Wingers
Temporary Appointment Applicant Signature

5/8/25
Date Signed

TIFFANY THOMAS
Witness Name (Print)

Tiffany Thomas
Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 6/15/2022		2. Present Incumbent: Vacant/New Position		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Employee Relations, Department of			Bureau: Operations Division: Benefits		Unit: Section:
6. Work Location:			Telephone: Email:		Work Schedule: Hours: / Days:
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Business Operations Specialist			Pay Range	Job Code
				2GX	
	Underfill Title (if applicable):				
	Requested Title (if applicable): Assistant Accounting Mgr (temp roll up title)			1HX	
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

This position is responsible for supporting the Business Finance Manager in budget preparation, expenditure processing and tracking, accounts payable, accounts receivable, and responsible for department payroll processing functions including auditing and adjustment duties and completing payroll adjustments. The position is also responsible for administration of the City's Tuition Benefit Program, tracking and processing reimbursements related to that program as well as coordinating City-wide City training events and tracking, updating and sharing training information.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
10	• Support the Business Finance Manager in budget preparation, expenditure processing and tracking, accounts payable, accounts receivable, and responsible for department payroll processing.
10	• Assist the Business Finance Manager with the administration and payment processing for the delivery of benefits related to Healthcare, Wellness, Dental, Worker's Compensation, Unemployment Compensation, Flexible Spending, employee training, Alternative Transportation, voluntary benefits, and Long Term Disability.
5	• Assist with the input of statistical and financial data related to all SPA's, including the \$12 million Worker's Compensation and \$100+ million healthcare accounts in the appropriate spreadsheets and programs.
5	• Assist with expenditure tracking and projections and monitoring for all departmental salaries, operating expenditures, equipment budget, and special funds.
25	• Receive tuition reimbursement applications, make initial judgements, verify and approve request; communicate with applicants; prepare budget estimates; maintain required paperwork; prepare IRI reports and contract updates; give Query Manager updates to management; and process reports for the Office of the Comptroller for payroll processing purposes.
25	• Process payroll and time-entry functions for the Department of Employee Relations employees including, preparing payroll and human resource documents; auditing and reporting functions,

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	enter, review, edit, and approve time using the City's online time entry system; process special pay and calculate retroactive adjustments; prepare payroll hours, salary dollars, and benefit adjustments; track employee personnel, payroll and benefit records in HRMS.
5	<ul style="list-style-type: none"> Assist with various Citywide training initiatives including organizing and sharing information regarding ongoing trainings and track/monitor utilization.
5	<ul style="list-style-type: none"> Assist as needed with updating and maintaining the Department of Employee Relation web pages with policies, procedures, training schedules, forms, and other needed documents. Update links and documents as needed.
10	<ul style="list-style-type: none"> Provide customer service support City employees including; timecard processing and employee benefits for current DER employees; support and customer service for City employee benefit programs; support to new employees following orientation and onboarding by answering inquiries via phone and email
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> Other duties and special projects as needed and assigned.
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Employee Benefits Director
, Business Finance Manager

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = ____.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

of supervision exercised by marking one or more of the following.		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

At least four years of clerical experience performing duties closely related to this position and at least one year of experience performing difficult and diverse clerical work, using advance features in software applications to produce complex documents and working on special projects.

ii. Knowledge, Skills and Abilities:

- Ability to work independently, prioritize tasks, coordinate several projects simultaneously, and follow through on assignments.
- Computer skills to efficiently and effectively conduct payroll processes, create documents, maintain databases and prepare reports using Microsoft Office, the Financial Management Information System (FMIS) and the Human Resources Management System (HRMS).
- Knowledge and understanding of the city's budget process and procedures related to budget preparation and administration.
- Ability to communicate very well, orally and in writing.
- Ability to establish and maintain effective working relationships.
- Skilled using Microsoft Office (especially Excel and Word) to create documents, maintain databases, and prepare reports. Attention to detail and accuracy are essential.
- Ability to work with confidential and sensitive information.
- Strong customer service orientation.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.

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<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 0%

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
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The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Des



The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

JODI A. WINGERS

OBJECTIVE

To advance my career within the City of Milwaukee.

EDUCATION

1993 – 1997	Hamilton High School	Milwaukee, WI
2004 – 2004	Milwaukee Area Technical College	West Allis, WI

WORK EXPERIENCE

2016 – Present	Comptroller's Office <i>Accountant II</i>	Milwaukee, WI
<ul style="list-style-type: none">• Prepare Summary Records of Expenditures and Revenue• Reconcile Records Between FMIS and Federal Financial Systems• Complete Drawdowns in Federal Financial System• Prepare Cash Deposit Coupons for Completed Drawdowns• Audit Federal and State ESG Sub-recipients' Cost Reports• Review and Approve Vouchers• Prepare Quarterly Reconciliations		
2014 – 2016	Comptroller's Office <i>Accounting Program Assistant III</i>	Milwaukee, WI
<ul style="list-style-type: none">• Audit CDBG Sub-recipients' Cost Reports• Monitor Inconsistencies or Discrepancies in Cost Reports• Verify Proof of Liability Insurance Coverage• Prepare Corrected Cost Reports• Maintain Accurate Records of the Grant Contracts• Schedule Payments• Approve Vouchers• Serve as Back-up to Accountant II for Drawdown of Funds		
2004 – 2014	Lead Poisoning Prevention Program <i>Program Assistant II</i>	Milwaukee, WI
<ul style="list-style-type: none">• Maintain Grant Balances• Report Expenditures on Grants to Primary Prevention Manager• Report Completed Units to HUD Quarterly and Fiscally• Interact with Contractors and Property Owners• Create & Maintain Reports• Process Contractor Payments		
2002 – 2003	Lead Poisoning Prevention Program	Milwaukee, WI

Office Assistant III

- Prepare Orders
- Process Referrals
- Process Lawyer Requests
- Issue Cash Receipts
- Data Entry
- Filing
- Answer Phones

2000 – 2002 Lead Poisoning Prevention Program

Milwaukee, WI

Office Assistant II

- Data Entry
- Filing
- Answer Phones

1999-2000 Home Depot

Waukesha, WI

Training Coordinator

- Schedule Classes
- Prepare Training Reports
- Answer Phones
- Teach Classes
- Filing
- Maintain Office Supply Inventory
- Prepare Purchase Orders

1998-1999 Home Depot

Franklin, WI

Bookkeeping & Computer Room Representative

- Prepare Profit Reports
- Process Time Entry for Employees
- Maintain Personnel Records
- Generate Various Payroll Reports
- Prepare Purchase Orders
- Ensure till accuracy totals
- Complete Nightly Safe Accuracy Totals

COMPUTER EXPERIENCE

- Excel
- Word
- FMIS
- Time Entry
- IDIS
- DRGR
- eLOCCS
- PMS

REFERENCES

Furnished upon request