

JOB DESCRIPTION

<u>FOR DER USE ONLY</u>	
Vacancy No.	
City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

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

1. Date Prepared/ Revised: 02/26/2026	2. Present Incumbent: Vacant	Is incumbent underfilling position?	
3. Date Filled:	4. Previous Incumbent: Samantha Mejia	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>	
5. Department: Department of Emergency Communications		Bureau:	Unit:
		Division: Administration	Section:
6. Work Location: 2333 N 49 th St., 3 rd Floor		Telephone: 414-286-5380	Work Schedule:
		Email:	Hours: / Days: Mon - Fri
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Management – Gen City 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: Management Accountant - Senior	Pay Range	Job Code
		2JX	4328
	Underfill Title (if applicable):	Emergency Communications Financial Services Assistant	
	Requested Title (if applicable):		EEO Code 0300NR
Recommended Title (DER Use Only):		Approved by:	
		Date:	

11. BASIC FUNCTION OF POSITION:

The Management Account – Senior is responsible for processing payroll, maintaining financial and personnel records, and assisting with annual budget preparation. This includes performing accounting tasks such as computing, classifying, and recording numerical data to ensure comprehensive accounting records, as well as maintaining and entering certain human resources actions. Assists and supports the Emergency Communications Finance Manager and assumes the duties and responsibilities of that position under the appropriate direction in their absence.

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
100	<p>Accounts Payable and Receivables</p> <ul style="list-style-type: none"> Administer departmental financial transactions, including processing requisitions, purchase orders, invoices, and interdepartmental reimbursements (IRIs) in the City’s Financial Management System (FMIS). Maintain accurate accounts payable records and generate accounts receivable reports to support financial oversight. Respond promptly and professionally to inquiries from vendors and internal staff regarding payment status and account activity. <p>Payroll/Benefits/Records & Report Management</p> <ul style="list-style-type: none"> Audit, edit, and reconcile biweekly time entries for departmental employees in compliance with City policies and procedures. Process payroll adjustments, corrections, and separation payouts; ensure accuracy and timeliness of all payroll transactions. Provide guidance and support to employees on time entry, onboarding, benefits enrollment, tuition reimbursement, and related payroll matters. Maintain comprehensive employee records, including tax forms, wage requests, leave of absence/FMLA tracking, and database updates. <p>Purchasing and Financial Support</p> <ul style="list-style-type: none"> Prepare and monitor contracts, bids, and Requests for Proposals (RFPs); track expiration dates and

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% of Time	ESSENTIAL FUNCTION
	process amendments as required. <ul style="list-style-type: none"> • Organize and maintain documentation for contracts, requisitions, RFP files, billing, and payables to ensure compliance with City standards. • Oversee office resources by ordering supplies, managing inventory, and facilitating ProCard purchases; process related documentation and payments. Budget Preparation <ul style="list-style-type: none"> • Run daily and weekly budget queries and provide timely updates to the Finance Manager regarding financial status and office operations. • Prepare regular reports regarding budget balances and projected expenditures of salaries and all other accounts. • Assist in the preparation of the annual budget, including analyzing and summarizing operating expenditure and salary data.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> • Perform related tasks as assigned and provide backup support to administrative staff. • Uphold high ethical standards and foster a respectful, collaborative work environment aligned with the Department of Emergency Communications' mission. • Contribute to unit efficiency by offering suggestions and actively participating in team initiatives.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Samantha Mejia, Emergency Communications Finance Manager

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

Works independently 50% of the time. Other 50% is outlined and reviewed by the EC Finance Manager.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

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:

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)

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

- i. Education and Experience:
Regular status as a current City of Milwaukee employee, having completed a probationary period for a civil service position.

Bachelor's Degree

Two years of progressively responsible accounting support experience and one year of performing accounting assistant and/or related financial duties.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

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Experience using the City's financial, human capital, and payroll systems (currently Oracle PeopleSoft FMIS and HRMS, and City Time) is highly desirable.

ii. Knowledge, Skills and Abilities:

Ability to learn and effectively use the City's financial, human capital, and payroll systems (currently Oracle PeopleSoft FMIS and HRMS, and City Time) to perform financial, HR, and payroll functions.

Knowledge of mathematics, accounting principles, and accounts payable processes; ability to make accurate calculations and manage complex payroll functions.

Proficiency in administrative procedures and office systems, including word processing, file management, and form design.

Skilled in Microsoft Office applications to create documents, maintain spreadsheets, generate charts, and produce reports.

Strong analytical skills with the ability to use logic and reasoning to evaluate solutions and resolve problems.

Excellent written and oral communication skills to compose professional correspondence, convey information clearly, and maintain positive relationships with employees, vendors, and stakeholders.

Ability to manage details accurately across multiple systems and documents, work independently, prioritize tasks, and perform under pressure with shifting priorities.

Demonstrated integrity, confidentiality, and resource stewardship.

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 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.

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<input type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input 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 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 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:

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<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<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 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 type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input 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 as 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 Designated Representative

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