



November 8, 2023

Milwaukee Police Department

Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Jeffrey B. Norman

Chief of Police

(414) 933-4444

The Board of
Fire and Police Commissioners
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: Accounting Coordinator I Examination/Eligible List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Accounting Coordinator I as soon as administratively possible. The Accounting Coordinator I performs general accounting duties for the Police Department, including the processing and reporting on all Department cash receipts, purchase requisition input, accounts receivable invoice preparation, and accounts payable duties. In addition, this position assists with budget correspondences and other clerical duties related to on-going budget review.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Mai Xiong at (414) 935-7591.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

A handwritten signature in black ink, appearing to read 'Steven Johnson', written over a light blue horizontal line.

STEVEN JOHNSON
ASSISTANT CHIEF OF POLICE

JBN:SJ:mx
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

| | |
|------------------------------------|-----------------------------|
| Vacancy No. _____ | |
| City Service Commission: _____ | Finance Committee: _____ |
| Fire & Police Commission: _____ | Common Council: _____ |

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

| | | | | | |
|---|--|---|--|--|--|
| 1. Date Prepared: 06/7/2017 Revised: 11/8/2023 | | 2. Present Incumbent: 2 positions | | Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |
| 3. Date Filled: 1/18/2022 | | 4. Previous Incumbent: Jacqueline Peete | | If YES, indicate underfill title in box 10. | |
| 5. Department: Police Department | | Bureau: Office of the Chief Division: | | Unit: Section: Budget Section | |
| 6. Work Location: Police Admin. Building | | Telephone: Email: | | Work Schedule: Hours: 8:00am-4:00pm / Days: Monday - Friday | |
| 7. Represented by a Union? YES | | 8. Bargaining Unit: Local 218, Aleasp, Police Support Serv If in District Council 48, chose a Local: None | | 9. FLSA Status: EXEMPT | |
| 10. Official Title: Accounting Coordinator I | | Pay Range 2DN | | Job Code 4217 | |
| Underfill Title (if applicable): | | | | | |
| Requested Title (if applicable): | | | | | |
| Recommended Title (DER Use Only): | | Approved by: _____ Date: _____ | | | |

11. BASIC FUNCTION OF POSITION:

Performs various functions at a professional level in the budget section relative to grant accounting, accounts payable processing, cash receipts and grant inventory.

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% | <ul style="list-style-type: none"> • Regular and consistent attendance. • Account reconciliation and analysis. • Assist with grant analysis, billing, and reports. • Assisting in maintaining grant inventory database. • Prepare & follow-up on cash receipts related to grants, asset forfeiture, RTC, and other misc. deposits. • Prepares & Submit Common Council resolutions & related documentation. • Prepares and enters adjustments for all funds using PeopleSoft Financials • Assists with accounting functions for contracts and grants. • Using PeopleSoft Financials, create control groups, vouchers, purchase orders and new vendors; research and resolve budget check errors when they occur; assists as need with processing bi-weekly ProCard statements; and check status of vendor contracts for entire department. • Assists in preparation of items required for requisitions by City Purchasing. Inputs purchasing requisitions into the City's automated purchasing system. • Assists in providing necessary back up- documentation for City Comptroller including, but not limited to, grant expenses and ProCard receipts. • Assist with biweekly payroll approval. • Maintaining boat patrol daily log sheets, and prepares monthly and quarterly reports for the DNR. Prepares documents for and participates in annual audit. • Prepares various accounts receivable invoices. Applies payments received as needed. • Provides back-up to Budget & Finance Division accounting support staff. |

| % of Time | ESSENTIAL FUNCTION |
|-----------|---|
| | <ul style="list-style-type: none"> • Assist with preparing the department's annual budget as needed, including assembling back-up documents and work papers. |
| | <ul style="list-style-type: none"> • Ensures that invoices are paid accurately, timely, and in compliance with City purchasing regulations. |
| | <ul style="list-style-type: none"> • Processes daily correspondence as it pertains to the cash handling system of the Police Department and disburses bails collected to other jurisdictions and the Circuit Court. Maintains records of daily transactions, and all types of cash received by the Districts, PPS and the Traffic Section. Processes NSF checks. |
| | <ul style="list-style-type: none"> • Processes training and travel advances and reimbursements, ensuring that the Department follows City ordinances, and Department procedures. Maintains detailed records for training expenses. Works with the Wisconsin Law Enforcement Standards board to obtain state reimbursement for training. |
| | <ul style="list-style-type: none"> • Inputs purchasing requisitions into the City's automated purchasing system. |
| | <ul style="list-style-type: none"> • Maintains files of outstanding purchase requisitions, purchase orders (open and paid), contracts (open and closed) and paid bills. |
| | <ul style="list-style-type: none"> • Categorizes and prepares deposits of miscellaneous revenue. |
| | <ul style="list-style-type: none"> • Disburses, receives cash and balances cash for three separate funds including petty cash and County Travel. Examines receipts and prepares documents for requesting reimbursement. |
| | <ul style="list-style-type: none"> • Audits, prepares, and processes County Travel reimbursement. |
| | <ul style="list-style-type: none"> • Handles all correspondence and payment requests for Department members who are notary publics. Maintains records of these notaries. |
| | <ul style="list-style-type: none"> • Answers telephone and billing inquiries from vendors, staff, and other City Departments. Resolves any discrepancies in cash receipts or invoice payments. |
| | <ul style="list-style-type: none"> • Puts appropriate accounting codes on Interdepartmental Requisitions (IRI's) after they have received proper approval and forwards to the Comptroller's office. Maintains file of processed IRI's. |
| | <ul style="list-style-type: none"> • Distribute mail for the Budget & Finance Division. |
| | <ul style="list-style-type: none"> • Other duties as assigned. |

B. PERIPHERAL DUTIES:

| % of Time | PERIPHERAL DUTY |
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C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Budget & Administration Manager

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

Receives general supervision and special assignments from Budget & Administration Manager, Grant Compliance Manager, and Accounting and Grant Specialist.

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

i. Education and Experience:

College graduate with a degree in accounting or finance and two years of professional experience in accounting functions or an appropriate combination of education and/or experience.

ii. Knowledge, Skills and Abilities:

General knowledge of contemporary accounting theory, principles, and practices. Demonstrated mathematical abilities. Ability to work in a self-directed and well organized manner. Excellent oral communications skills. Ability to write clear and concise business letters and documents. Proficiency in Excel and the City's Financial System (FMIS). Ability to create queries and analyze results through customized spreadsheets.

iii. Certifications, Licenses, Registrations:

CPA is desirable

iv. Other Requirements:

Knowledge of city operating and accounting procedures and system application is highly desirable. Ability to perform work accurately under pressure and meet deadlines.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 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. |
|--------------------------|---|

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|-------------------------------------|---|
| <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. |
| <input type="checkbox"/> | Reaching: Extending Hand(s) and arm(s) in any direction. |
| <input type="checkbox"/> | Standing: Particularly for sustained periods of time. |
| <input checked="" 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 checked="" 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:

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| <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:

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|-------------------------------------|---|
| <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. |

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| <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:** _____%

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). |
| <input type="checkbox"/> | The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.) |
| <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 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 Designated Representative