

# ACCOUNTING AND GRANT SPECIALIST

## Recruitment #2405-4020-001

|                              |                             |
|------------------------------|-----------------------------|
| <b>List Type</b>             | Original                    |
| <b>Requesting Department</b> | Milwaukee Police Department |
| <b>Open Date</b>             | May 3, 2024                 |
| <b>Filing Deadline</b>       | May 24, 2024                |
| <b>HR Analyst</b>            | Jamie Heberer               |

### INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed charm with top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

### PURPOSE

The Accounting and Grant Specialist provides professional accounting, internal control oversight, and financial management services for the Milwaukee Police Department's (MPD's) grants, special assignment reimbursement agreements, Harbor Patrol reimbursements, special purpose accounts, and Special Evidence Funds accounts.

### ESSENTIAL FUNCTIONS

#### **Financial Administration of Grants and Reimbursement Agreements**

- Administer MPD grants and special assignment reimbursement agreements using the Amplifund Grant Management System (AGMS).
- Create and maintain spreadsheets for grants and special assignment reimbursement analysis and forecasting.
- Design and implement procedures to monitor grant activity to ensure compliance with governmental regulations.
- Maintain current knowledge of city, state, and federal regulations and procedures concerning grant awards.
- Monitor grants and agreements; resolve accounting and reporting issues; prepare status reports; identify problems; and field questions from other MPD divisions, project managers, grantors, and auditors.

- Oversee maintenance of the grant inventory database and monitor the performance of physical inventories taken on grant-related equipment as required by city, state, and federal guidelines.
- Prepare and implement proper budget, accounting, and audit functions to ensure that financial controls and systems are in place to support MPD's grant and agreement programs.
- Verify proper spending authority, accounting controls and coding and implementation controls are in place to ensure compliance.
- Prepare Common Council resolutions for grants, agreements, and special purpose accounts.
- Prepare grant and agreement budget revisions and amendments.
- Review and approve financial and expenditure reports for federal, state, and local grants.
- Review and oversee all grant and agreement reimbursement requests.

### **Special Accounts and General Accounting**

- Administer several special accounts (e.g., Harbor Patrol Reimbursements and the Special Evidence Fund) to track budget performance and compliance with city, state, and federal regulations.
- Assist the Budget and Administration Manager with data compilation related to budget development and tracking.
- Liaise with the Comptroller's Office for the City's annual single audit engagement related to MPD grants.
- Monitor and reconcile for proper allocation all revenue received by the MPD.
- Oversee MPD's Procard purchases for compliance with the City's guidelines.
- Provide guidance in the resolution of accounting problems identified by budget staff or other MPD employees.
- Serve as a lead worker for one accounting assistant and one accountant.

*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.*

### **MINIMUM REQUIREMENTS**

1. Bachelor's degree in accounting, business administration or a closely related field from an accredited college or university.
2. Three years of professional accounting, budgeting, financial management and/ or grant administration experience.

*Equivalent combinations of education and experience may also be considered.*

**NOTICE:** Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

### **KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

#### **Technical**

- Ability to master grant accounting and learn related state and federal grant procedures.

- Ability to read and interpret complex work-related documents such as manuals, policies, procedures, and reports.
- Commitment to keeping up-to-date with best practices in accounting.
- Knowledge of mathematics and the ability to make accurate calculations.
- Knowledge of the principles and practices of governmental accounting, budgeting, and the analysis and reporting of financial data.
- Proficiency using computer applications such as spreadsheet, word processing, and databases; ability to use accounting and grant management programs.

### **Communication and Interpersonal**

- Ability to establish and maintain effective working relationships with sworn and civilian staff, counterparts in the intelligence and law enforcement communities, representatives of City departments, elected officials, consultants, and the public.
- Ability to work effectively in a quasi-military environment.
- Ability to work effectively and positively with people whose backgrounds may differ from one's own.
- Verbal communication and presentation skills to clearly explain technical concepts.
- Written communication skills to produce reports, memos, letters, and other documents.

### **Judgment and Professionalism**

- Ability to adhere to strict guidelines for professionalism and ethics in accounting principles.
- Ability to exhibit professionalism, trustworthiness, and stewardship regarding city resources.
- Planning, organizational, and time management skills to be able to meet deadlines.
- Possess critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.

## **CURRENT SALARY**

The current salary range (Pay Range 2KX) is **\$77,551-\$98,704** annually, and the resident incentive starting salary for City of Milwaukee Residents is **\$79,877-\$101,665**. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

## **BENEFITS**

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance

- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 202*

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