

Fire Business Services Specialist: Payroll and Grants
Fire Business Services Specialist: Accounts Payable
Recruitment # 2410-7737dc-001

List Type	Transfer/Promotional
Requesting Department	Fire Department
Open Date	October 25, 2024
Filing Deadline	November 15, 2024
HR Analyst	Rebecca Bird

INTRODUCTION

****THESE POSITIONS ARE OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY****

PURPOSE

The Fire Department has two openings for Fire Business Services Specialist (FBSS) positions: Payroll and Grants and Accounts Payable.

The Fire Business Services Specialist for Payroll and Grants performs high level payroll functions, provides oversight, audits regular payroll, and assists the Business Finance Manager in grant monitoring and reporting.

The Fire Business Services Specialist for Accounts Payable performs all accounts payable and purchasing accounting activities and assists the Business Finance Manager with analyzing data to create budgetary and fiscal reports.

ESSENTIAL FUNCTIONS

Fire Business Services Specialist: Payroll and Grants

- Perform high level payroll functions, including payroll entry audits, job study and union contract implementations, retroactive and special pay adjustments, annual increments and contract special payments, and other payroll special projects.
- Assist the Accounting Specialist with monitoring grants and agreements.
- Resolve grant accounting and reporting issues and prepare status reports.
- Communicate with MFD personnel regarding grant matters.
- Answer questions and resolve problems related to employee pay, deductions, leave balances, and other issues.
- Oversee and audit some functions of the Payroll Assistant to ensure accuracy and completeness.
- Review payroll adjustments and time cards.
- Perform finance functions, such as vouchers, cash deposits, interdepartmental requisitions, billing and purchasing requisitions.
- Research budget information related to salaries, leave accruals, overtime, and special duty expenditures.

Fire Business Services Specialist: Accounts Payable

- Review all accounts payable requests on the City's Financial Management Information System (FMIS), process them for payment and review of all group registers.

- Prepare, monitor, and initiate the procurement process for all departmental commodity and service purchases.
- Assist the Business Finance Manager with the review and approval of interdepartmental requisitions and invoices (IRIs).
- Assist all departmental managers with monitoring and maintaining commodity and service contracts.
- Monitor all budgetary accounts as not to exceed the current year's budget appropriations.
- Research budget information, including analyzing historical performance, to assist the Business Finance Manager with administration of budget policy and procedures.
- Assist with the development and management of the annual operating and capital budgets.
- Prepare expenditure reports.
- Monitor, review, and process PROCARD and petty cash transactions.
- Maintain list and user limits of PROCARD users.
- Provide complex monitoring and reporting assistance on inventory control projects.

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

Fire Business Services Specialist Payroll and Grants AND Accounts Payable

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for civil service position, or status as a City of Milwaukee employee in a fixed term position.
2. Associate degree in business management, information technology or a related field from an accredited college.
3. Three years of progressively responsible administrative experience performing duties related to the payroll, budgetary, and/or financial areas.

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

Fire Business Services Specialist: Payroll and Grants

- **Technical**
 - Knowledge of the City's payroll-related systems, including PeopleSoft (HR), the FMIS and timekeeping (CityTime), and ability to efficiently use these systems.
 - Ability to identify and resolve time entry and payroll-related issues.
 - Ability to learn state and federal grants cycles and grants management.
 - Ability to perform grant accounting and learn related state and federal grant procedures.

Fire Business Services Specialist: Accounts Payable

- **Technical**
 - Ability to learn and use advanced features of software packages to produce complex documents and work with queries, spreadsheets, and the City's Human Resources Management System (HRMS)/FMIS systems.

- Ability to learn and apply the principles and practices of governmental accounting, budgeting, and the analysis and reporting of financial data.
- Knowledge of purchasing, invoicing, and accounts payable procedures.

Both Payroll and Grant AND Accounts Payable

- **Technical**

- Knowledge of mathematics and accounting related to complex payroll functions; ability to make accurate calculations.
- Ability to read, interpret, and apply information based upon work-related documents.
- Proficiency using standard computer software and programs such as Word, Excel, and databases.
- Analytical skills to gather, research, and review information to determine trends.
- Commitment to keeping current with best practices in accounting.
- Ability to read and interpret job-related documents such as City Ordinances, State and Federal labor regulatory policies, procedures, and forms.
- Ability to maintain accurate and detailed records.

- **Communication and Interpersonal**

- Verbal communication and presentation skills to clearly explain technical concepts.
- Written communication skills to produce reports, memos, letters, and other documents.
- Ability to work and communicate effectively and positively with people whose backgrounds may differ from one's own.
- Ability to work effectively both independently and within a team environment.
- Knowledge of customer service best practices and the ability to incorporate them into operations.

- **Critical Thinking and Professionalism**

- Critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.
- Ability to work with managers and professionals to compile and analyze information.
- Ability to effectively organize, prioritize, and complete work assignments accurately within deadlines.
- Ability to pay close attention to details and work well under pressure.
- Ability to maintain confidentiality.
- Honesty, integrity, and the ability to adhere to ethical standards for financial professionals.
- Ability to serve as an effective steward of City resources.

CURRENT SALARY

The current salary range (PAY RANGE 5JN) is **\$62,229 – \$75,045**, and the current resident incentive salary range for City of Milwaukee residents is **\$64,096 - \$77,296**. *Appointment will be made in accordance with the provisions of the Salary Ordinance.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, an evaluation of written communication, interviews, and/or other assessment methods. The Milwaukee Fire Department reserves the right to call only the most qualified candidates to proceed in the selection process. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the hiring authority.

NOTE: *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position or who have status as a City of Milwaukee employee in a fixed term position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

ADDITIONAL INFORMATION

- **APPLICATIONS** and further information may be accessed by visiting www.jobapscloud.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO Code = 603

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