

EMERGENCY COMMUNICATIONS FINANCIAL SERVICES ASSISTANT

Recruitment #TBD

List Type	Transfer/Promotional
Requesting Department	Department of Emergency Communications
Open Date	04/08/2022 08:00:00 AM
Filing Deadline	04/22/2022 11:59:00 PM
HR Analyst	Aisha Hendree

INTRODUCTION

**\*\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY. \*\***

PURPOSE

The Emergency Communications Financial Services Assistant is responsible for performing accounting support duties and supporting the Emergency Communications Finance Manager.

ESSENTIAL FUNCTIONS

Accounting

- Administer departmental accounts; process requisitions, purchase orders, invoice payments, IRIs to and from the department, and petty cash; maintain accounts payable records.
- Compute, classify, and record numerical data to obtain primary financial data for use in maintaining complete accounting records.
- Verify figures, calculations, and postings pertaining to business transactions recorded by other staff.
- Assist, support, and provide updates to the Finance Manager.

Purchasing

- Oversee office resources by ordering supplies and maintaining inventory.
- Prepare Procard documentation and process payments.
- Facilitate Procard purchases.
- Prepare requests for contracts, bids, and Request for Proposals; monitor contract expiration dates and prepare amendment requests.

Administrative

- Provide back-up support to the Emergency Communications (DEC) Human Resources Assistant, including payroll duties.

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

- Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position, or status as a City of Milwaukee employee in a fixed term position.
- Associate degree in accounting, finance, business management, or a related field from an accredited college or university.
- Two years of experience performing accounting support and/or financial duties related to this position.

Equivalent combinations of education and professional experience will be considered.

**IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). Applications without transcripts will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Experience using the City of Milwaukee’s Oracle’s PeopleSoft financial management information system (FMIS).

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of accounting principles and practices, accounts payable processes, and the analysis and reporting of financial data.
- Knowledge of mathematics so as to accurately analyze financial information and perform financial calculations.
- Ability to provide support to departmental leaders relative to financial functions, including accounting, purchasing, and inventory.
- Ability to learn and effectively use the City of Milwaukee’s financial management information system (currently Oracle’s PeopleSoft) to perform a variety of financial transactions.
- Proficiency using standard applications such as Microsoft Office to create documents, create and maintain spreadsheets, create charts, and generate reports.
- Ability to manage a high level of detail in order to ensure accuracy in the maintenance of files, spreadsheets, and FMIS.
- Ability to read and understand procedures, policies, and other job-related documents.

- Knowledge of administrative support methods, systems, and terminology.
- Ability to efficiently use office equipment, such as telephones, computers, and copiers.

**Communication and Interpersonal**

- Customer service skills so as to provide courteous service to internal and external customers.
- Effective verbal communication skills to be able to clearly convey information to managers and fellow staff.
- Written communication skills, including the ability to compose clear correspondence, complete forms, and produce other documents.
- Interpersonal skills to be able to build effective working relationships with colleagues.
- Teamwork skills and the ability to collaborate with all DEC administrative support staff to accomplish work.
- Ability to work effectively, cooperatively, and fairly with people whose backgrounds may differ from one’s own.
- Ability to work independently.

**Critical Thinking and Professionalism**

- Ability to use logic and reasoning to approach problem-solving.
- Ability to organize workflow to meet the goals of the position.
- Ability to complete assignments despite frequent interruptions and shifting priorities.
- Honesty and integrity.
- Ability to maintain confidentiality and safeguard City resources.

**CURRENT SALARY**

**The current salary range (Pay Range 5IN) is \$49,396-\$55,763 annually, and the current resident incentive salary range for City of Milwaukee residents is \$50,878-\$57,436 annually. Appointment will be made in accordance with the City of Milwaukee 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, a written test, an interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. 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 **Friday, April 22, 2022**. 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](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is in 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.*