



Bill Christianson, CPFO
Comptroller

Charles Roedel, CPA, CIA
Deputy Comptroller

Toni Biscobing
Special Deputy Comptroller

Richard Bare, CPA
Special Deputy Comptroller

July 8, 2024

Mr. Harper Donahue IV, Director
Department of Employee Relations
City Hall Room 706

Dear Mr. Donahue,

Re: Request for extension of temporary appointment

The purpose of this letter is to request an extension of the temporary appointment of Aaron A. Robinette to Fiscal Planning Specialist to be made effective Pay Period 17 (August 16, 2024). Mr. Robinette's current appointment expires August 15, 2024.

The position, in addition to performing current job duties, has taken on additional responsibility for the financial accounting, monitoring and reporting of the \$405 million American Rescue Plan Act (ARPA) grant award from the United States Department of Treasury. This temporary appointment will ensure that the City complies with the following:

- The laws, regulations and requirements of established by the granting agency.
- Uniform Grants Guidelines.
- Generally Accepted Accounting Principles (GAAP)
- The City of Milwaukee policy guidelines and internal accounting controls.

In addition to his ARPA-related responsibilities, Aaron performs activities associated with the Republican National Convention (RNC), which will require post-event work in Fall 2024. He continues to track and report on the financial activities of the ARPA award. This will be the final extension of the appointment corresponding to the timing of RNC work.

Thank you for your consideration of this request. If you have any questions, please contact me at Extension 2302 or croedel@milwaukee.gov.

Charlie Roedel
Charlie Roedel
Deputy Comptroller





Department of Employee Relations
 200 E. Wells Street, Room 706
 Milwaukee, WI 53202-3554



R. 07.08.19

NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION Comptroller - Revenue & Cost	LAST NAME Robinette	FIRST NAME Aaron	INITIAL A.
AUTHORIZED POSITION TITLE Fiscal Planning Specialist	PAY RANGE 2LX	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 08/16/2024	ANTICIPATED EXPIRATION DATE 12/20/2024	T.A. RATE OF PAY
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: Aaron is responsible for accounting, monitoring & reporting for the over \$400 mil ARPA and the \$75 mil RNC Convention grants and will ensure compliance with the laws, regulations and requirements established by the granting agencies, the Uniform Grant Guidance, Generally Accepted Accounting Principles, the City's policy guidelines & internal accounting controls.			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: Due to the size of the grant awards and the complexities of the requirements, an individual with skills and competencies to handle the responsibilities is required. Aaron's has very solid background in grants management that spans over 14 years and has been doing a great job managing his job responsibilities.			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
TRAINING AND EDUCATION: BS Accounting, BS Finance - University of Wisconsin, Milwaukee	WORK EXPERIENCE: Comptroller - Accountant Lead DCD - Accountant Lead Comptroller - Accounting Specialist	OTHER REQUIREMENTS (i.e. LICENSES):	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, CURRENT DEPARTMENT: Comptroller	CURRENT POSITION TITLE: Fiscal Planning Specialist	EMPLOYEE ID NUMBER: 019749
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Claudia I. Orugbani	SIGNATURE 	TITLE Grants Fiscal Manager	DATE 07/08/24
APPROVING OFFICER Bill Christianson	SIGNATURE 	TITLE Comptroller	DATE 7-8-24
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
ROBINETTE, AARON A.		07/08/24
POSITION TITLE	PAY RANGE	RATE OF PAY
FISCAL PLANNING SPECIALIST	2LX	

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

[Handwritten Signature]

Temporary Appointment Applicant Signature

7/8/24

Date Signed

Mohammad Bhader

Witness Name (Print)

[Handwritten Signature]

Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY	
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: 03-24-2023	2. Present Incumbent: STANDARD	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:	4. Previous Incumbent:	If YES, Indicate Underfill Title in box 10.	
5. Department: Comptroller	Bureau: Division: Revenue & Cost	Unit: Section:	
6. Work Location: Room 401, City Hall	Telephone: 286-2340 Email:	Work Schedule: Hours: 8:00 - 4:45 / Days: Mon-Fri	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8. Bargaining Unit: Management, General 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: Fiscal Planning Specialist	Pay Range 2LX	Job Code	EEO Code 202
Underfill Title (if applicable):			
Requested Title (if applicable):			
Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

The basic function of this position is to ensure compliance with the Accounting and Financial Reporting Provisions of the various City grant awards. The position works closely with and provides guidance to City departments and sub-grantees who receive pass-through grant funding from the City. Under the direction of the Grants Fiscal Manager, the position will assist with work planning and daily supervision of the accounting and clerical staff within the division. Through continual and effective monitoring of financial use of the grant funds by City departments and the City's sub-grantees, the position helps to minimize questioned costs for which the City could be liable for, thereby assuring the City's continued use of non-tax levy supported revenue. Additionally, the position assists with maintaining an adequate and effective grants management system and internal accounting controls for the grants and assist with ensuring compliance with the laws, regulations and requirements established by the granting agencies, Generally Accepted Accounting Principles [GAAP], the Uniform Grant Guidance, and the City's policy guidelines and internal accounting controls.

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
20%	<ul style="list-style-type: none"> SUPERVISION: Assist with work planning, assigning and establishing priorities. Serve as first line supervisor for processing, monitoring, analysing and reporting grants financial transactions. Provide guidance to division accounting and clerical staff as needed. Train and assist in supervising accounting and clerical staff within the division as necessary to address policy issues and grantor requirements.
30%	<ul style="list-style-type: none"> ACCOUNTING & BUDGETS: Work with staff to ensure that accounting policies and procedures are enforced and provide oversight for assigned grant projects in accordance with the City's guidelines and grantor requirements. Establish funding sources, projects and budget lines to ensure segregation of grant expenditures. Monitor, analyze and reconcile grant transactions to ensure timeliness, accuracy, consistency & completeness in financial data from inception through closeout. Monitor established grant budgets for compliance and allowability. Maintain continuous communications with participating departments and subgrantees to ensure compliance with applicable laws and regulations.
20%	<ul style="list-style-type: none"> FINANCIAL REPORTING: Perform year end closing activities including analysis, reconciliation, accruals. Prepare grant fund financial statements and supporting schedules for inclusion in the City of Milwaukee's Comprehensive Annual Financial Report [CAFR]. Prepare annual Schedule of Expenditures of Federal

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	Awards [SEFA] for the federally mandated Single Audit Report. Prepare and review periodic grant reports and assemble related supporting documentation for submission to funding agencies to ensure accuracy and consistency with grant reimbursement agreements. Develop FMIS queries to facilitate timely drawdown of grant funds and reporting. Process audit confirmations related to grant reimbursements.
15%	<ul style="list-style-type: none"> FISCAL SITE REVIEWS: Perform assigned fiscal site reviews of the community based organizations that receive Federal and State grant funds that are passed through the City; and make recommendations for improvement. The fiscal site reviews are designed to ensure that the grant funds are administered and disbursed in compliance with the various laws and regulations established by the Federal and State granting agencies and the City's procedures.
10%	<ul style="list-style-type: none"> REVIEWS: Audit Common Council resolutions, grant contracts and cooperation agreements prior to Comptroller's countersignature. Review sub-recipients and City Departments' project budgets and amendments to assure clarity, accuracy, consistency, completeness and compliance with City procedures and applicable federal guidelines. Monitor, analyze and reconcile expenditure of grant funds by sub-recipients and participating City departments through the review and auditing of cost reports and payment vouchers. Perform various desk reviews as necessary to ensure compliance with grant guidelines and applicable laws and regulation.
5%	<ul style="list-style-type: none"> OTHER: Assist with developing and updating grant accounting and reporting procedures as necessary for the operational efficiency of the City grants. Provide technical assistance and guidance to participating City departments on issues pertaining to the City's grants, and assist in special projects as necessary.
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B. PERIPHERAL DUTIES:

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

Claudia I. Orugbani, Grants Fiscal Manager

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

The Grants Fiscal Manager establishes and reviews general policies which are to be followed. Supervision over the position is general.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 8.

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)

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

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:
Bachelor's Degree from an accredited college or university with major coursework emphasis in accounting. Four years of continued professional accounting experience.
- ii. Knowledge, Skills and Abilities:
Knowledge of accounting for and monitoring multi-year project/grant and the Uniform Grant Guidance. Knowledge of principles and practices of governmental accounting, budgeting and reporting. Ability to read and interpret grant accounting regulations and guidelines. Critical thinking and analytical skills. Excellent problem solving and communication skills both verbally and in writing. Proficiency with computer softwares and applications.
- iii. Certifications, Licenses, Registrations:
CPA Certification is desirable.
- iv. Other Requirements:
Ability to work and interact effectively with others.

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.
<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.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<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 checked="" 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:** _____%

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).
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The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<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 checked="" 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 checked="" type="checkbox"/>	Other (<i>please list</i>):	Telephone							

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.)

A pleasing personality is required as this position works closely with personnel of sub-grantee organizations as well as City departments.

M. I believe that the statements made above in describing this job are complete and accurate.

Charles Reed

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Aaron Robinette

Over 14 years of progressive governmental accounting experience with strong emphasis in Grant Accounting, specifically the American Rescue Plan Act (ARPA) Grants, Emergency Rental Assistance Program (ERAP) Grants, and the 2024 Republican National Convention (RNC). Motivated and goal oriented individual as demonstrated by accommodating new responsibilities and adapting to change. High level of accuracy and completeness needed to maintain hundreds of projects and grants. Open lines of communication with all levels of numerous City departments and sub-grantees to meet grant requirements. Proficient in using the FMIS Financial System.

PROFESSIONAL EXPERIENCE

City of Milwaukee – Comptroller’s Office

November 2019-Present

Lead Accountant & Fiscal Planning Specialist

- Responsible for managing, analyzing, and ensuring compliance on several ARPA Grants (\$500M+), ERAP Grants (\$105M), the 2024 RNC Grant (\$75M).
- Managed a team to meet all expenditure, reporting, and audit deadlines, under very tight timelines, for the ARPA Grants, 2020 DNC, and currently the 2024 RNC.
- Responsible for setting up new grants, reviewing and/or approving Common Council resolutions, grant contracts, grant budgets, invoices, cost reports, monthly and quarterly reports, and grant draw requests.
- Aid in the compilation and preparation of the Schedule of Expenditures of Federal Awards (SEFA) for the federally mandated Single Audit Report, which becomes part of the City’s Financial Statements.
- Prepare Fund Financial Statements and serve as additional point of contact for auditor’s requests during audit.
- Produce monthly/quarterly/year-end financial reports, year-end accrual entries, deposit grant funding and revenue, and request drawdown of grant funds for City reimbursement.
- Train and mentor Revenue & Cost division accounting staff (10) in daily activities.
- Trusted in the decision making process for new hires in the Revenue and Cost Division.

City of Milwaukee – Department of City Development

October 2018-November 2019

Lead Accountant

- Responsible for Tax incremental, Business improvement and Neighborhood improvement district activities.
- Prepare financial reports and provide additional analysis to project managers as needed.
- Responsible for the Century City Redevelopment Corporation (CCRC) activities.
- Prepare financial statements, including work papers for audit.
- Assist with preparation of audit work papers for the Redevelopment Authority of the City of Milwaukee (RACM).

City of Milwaukee – Comptroller’s Office

September 2013-October 2018

Accounting Specialist

- Budget and reconcile over \$45 million in federal and state funded grants.
- Lead accountant responsible for the set-up, implementation, and reconciliation of the annually awarded HOME Investment Partnerships Program and Housing Opportunities for Persons With AIDS (HOPWA) grant, while staying current with Neighborhood Stabilization Program (NSP), Department of City Development (DCD) grants and Department of Neighborhood Services (DNS) grants.
- Responsible for final approval of vouchers, budgets, budget amendments, project change requests, grant deposits, program income reconciliations, quarterly reports, and year-end reporting.
- Aid in preparation and streamlining of the Single Audit Report. Compile annual data from all members of the accounting team. Then, organize the financial data of every grant in the Revenue and Cost Division.
- Experience auditing non-profit organizations through on site visits with the team.
- Assist other Accounting Specialists in pulling documentation for auditors during audit season.

City of Milwaukee – Department of City Development

July 2010-September 2013

Accountant I & II

EDUCATION

UNIVERSITY OF WISCONSIN – MILWAUKEE
B.S. in **Accounting** / B.S. in **Finance**

December 2008