



OFFICE OF HUMAN RESOURCES

| Job Information | |
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| Job Title: Specialist I, District Accounting | Last Revised/Approved: November 2023 |
| Job Code: | Reports To: <i>Comptroller</i> |
| Office: Finance | Department: <i>Financial Services</i> |

| Compensation Information | |
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| Pay Grade: 08A | Pay Range: \$79,679 – 114,859 |
| FLSA Status: Exempt | Term of Employment: <i>FT</i> |

Position Summary/Purpose:

Assists the Comptroller in ensuring the financial functions of the district are aligned with best practices, and clearly communicated to stakeholders.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions/ Core Competencies:

- Keeps track of the day-to-day operations of the Milwaukee Public Schools (MPS) cash flow report.
- Coordinates with the City of Milwaukee's City Hall staff the different aspects of their treasury management towards MPS' bank accounts, cash receipts and expense funding.
- Assists the Comptroller in creating monthly, annual and five-year cash flow projections.
- Coordinates the activities of the staff in the District Accounting area.
- Maintains control of MPS' chart of accounts, suggests better combinations for dimensions that better align with Wisconsin Uniform Financial Accounting Requirements (WUFAR) and other federal, state and local requirements.
- Coordinates the usage of MPS' accounting codes utilized in the chart of accounts and overviews the corrections needed when mistakes are made or improper usage happens, preventing overlaps and duplications between such codes, and within each accounting code.
- Controls and directs the proper accounting of Fund 27's aidable and unaidable expenses, utilizing different tools to identify such expenses. Identifies the need to reclassify and place expenses in the right allocations.
- Responsible for the No Valid License report and requests information from Human Resources on actions taken to mitigate the lack of licensing in positions that are assigned to Special Education.
- Coordinates with payroll for the proper allocation of each salary and payroll related expenses as needed to identify aidable and unaidable expenses as well as correcting entries when appropriate for those employees who work predictable hours in Special Education throughout the year.

- Ensures the proper reallocation of expenses for staff who work unpredictable hours throughout the year in Special Education and creates the entries to accurately record this in MPS' books.
- Allows staff to enter into BusinessPlus, or other systems of record, account and expense reclassifications.
- Coaches employees and the work-flow and production assignments to ensure standards are maintained.
- Oversees the year-end processes related to cash flow, debt, journal entries and the corresponding reports, such as the 1505 SE.
- Works closely with auditors and management to provide audit schedules related to the tasks assigned to the area.
- Supervises personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
- Actively supports the MPS Strategic Plan.
- Perform other duties as assigned.

Job Requirements:

Education Requirements:

- The position requires a bachelor's degree from an accredited college or university, in accounting, finance, public administration or closely related field.
- Certified Public Accountant (CPA), or master's degree in Business, School Business, Finance or Accounting is a plus.

Experience Requirements:

- The position requires at least five-years of accounting experience
- Knowledge of accounting, audit procedures and/or budgeting is required
- ***A combination of education and experience may be considered***

Knowledge, Skills and Abilities:

- Effective oral, written, analytical and presentation skills are essential.
- The incumbent must be able to work independently.
- The ability to work under pressure with many projects and differing deadlines.
- Incumbent must be able to interface with all levels of management and a diverse population.
- Advanced PC skills with experience using MS Office software and various internal accounting systems is required.
- Must be self-motivated, flexible and resourceful.
- A demonstrated ability to work well with external customers, departmental leaders and staff, other central office departments and school staff is required.
- Must be able to generate reports and discuss them for various audiences.

Working Environment:

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.