

ACCOUNTING ASSISTANT II

Benefits of Working for the City of Milwaukee

Employer Paid Defined Benefit Pension Plan, 457 Deferred Compensation Plan, Health and Dental Insurance, Long-term Disability Insurance, Group Life Insurance, Tuition Benefits, Paid Vacation, Holidays, Sick Leave, and other leaves, Professional and Innovative Work Environment.

Currently there are two (2) openings in the City of Milwaukee Health Department (MHD); one position primarily handles billing and accounting functions, and one position, in addition to handling billing and accounting functions, also handles payroll functions. The eligible list resulting from this examination will be used to fill vacancies throughout the City.

BASIC PURPOSE:

The Accounting Assistant II performs maintenance and processing of accounts receivable/payable transactions, computes, classifies records and reconciles transactions into the appropriate accounting systems, and applies a working knowledge of applicable accounting standards and regulations in accordance with procedures established by the City Comptroller's Office and the MHD Finance unit. This position may perform various payroll-related activities including providing back-up support to the Personnel Payroll Assistant II.

ESSENTIAL FUNCTIONS:

Accounting Activities include, but are not limited to:

- ❖ Bill HMOs, Medicaid and Medicare for services provided by the MHD
- ❖ Complete Health Insurance Claim (CMS-1500) and other forms initiated by MHD staff
- ❖ Submit on-line claims to various HMOs, State of Wisconsin, etc; maintains Medicaid billing records and accounts; credits payments made by HMOs, W.P.S., Electronic Data Services, etc.
- ❖ Submit manual claims to various resources for reimbursement
- ❖ Enter claim data into accounting systems for submission and record-keeping
- ❖ Reconcile remittance advices and assures billing guidelines are followed when submitting claims
- ❖ Reconcile payments against billing contract
- ❖ Resolve billing problems with external billing agencies and internal customers
- ❖ Maintain a computerized billing and accounts receivable system
- ❖ Maintain contact to resolve and clarify billing problems
- ❖ Prepare quarterly and year-end revenue and accounts receivable reports
- ❖ Prepare and monitor data and reports utilizing various software applications, such as spreadsheets, databases, and statistical packages
- ❖ Maintain working knowledge of necessary codes and/or resources needed for billing
- ❖ Report non-billable services to the Budget Operations Manager
- ❖ Assist with City Comptroller's periodic audits of the MHD accounts receivables
- ❖ Maintain billing files.

Personnel and Payroll Activities include, but are not limited to:

- ❖ Process personnel and payroll information on the City's computer HRMS system
- ❖ Process and maintain records related to employee timecards, sick leave and other benefit usage forms, and any other assigned paperwork
- ❖ Monitor completion of Probationary Service Reports; send notifications to supervisors as appropriate
- ❖ Respond to questions and concerns from MHD employees and/or supervisors in a timely manner
- ❖ Serve as liaison with other City departments in regards to payroll issues
- ❖ Provide salary and wage information to Business Operations Manager for preparation of annual budgets
- ❖ Assist program managers with projected employee salaries for grant and budget purposes
- ❖ Create O&M and Grant Program Account codes in FMIS
- ❖ Prepare accounting adjustments
- ❖ Process Automobile Mileage Reimbursement forms for employees

- ❖ Verify employee job titles and salary steps for publication in the City's Visual Organizational Inventory (VOI)
- ❖ Complete and maintain various payroll-related forms as required by the Comptroller's Office or the Department of Employee Relations
- ❖ Prepare and maintain annual employee record of time off
- ❖ Assist Personnel Payroll Assistant II with biweekly paycheck handling and distribution and other payroll assignments as time permits
- ❖ Assist with the maintenance of filing systems for personnel and payroll; purge obsolete records on annual basis in accordance with MHD Payroll Records policy and Records Retention schedules
- ❖ Provide back-up support for the Personnel Payroll Assistant II

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

THE SALARY RANGE (445) IS: \$33,754 - \$37,353 annually with excellent benefits. Recruitment is at the beginning of the range.

MINIMUM REQUIREMENTS:

1. Four years of office experience including at least one year performing accounting functions such as billing, processing payments and receipts, reconciling accounts, monitoring and preparing quarterly and year-end reports.

OR

A Bachelor's Degree in accounting or related field from an accredited college or university. NOTE: Equivalent combinations of training, education and experience may be considered.

2. Residence in the City of Milwaukee within 6 months of appointment and throughout employment.

KNOWLEDGE AND SKILLS REQUIRED:

- ❖ Knowledge of accounting terminology and concepts
- ❖ Working knowledge of office machines, i.e. calculator, copier, etc.
- ❖ Ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff, other City departments and the public
- ❖ Ability to provide excellent customer service
- ❖ Intermediate to advanced knowledge of Accounting software; Database software; Human Resource systems; Internet software; Payroll systems; Spreadsheet software and Word Processing software.
- ❖ Ability to exercise independent judgment
- ❖ Willingness to accept responsibility and to perform duties without close supervision

Additionally, this incumbent must be trustworthy and have the ability to maintain confidentiality of information, and the ability to meet strict deadlines and handle multiple and changing priorities.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 20, 2009**. 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 examination.