



POSITION DESCRIPTION

JOB TITLE: Manager of Accounting and Info Systems Job Class: 3032		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
POSITION SUMMARY: Responsible for Managing the Accounting and Technology with the overall direction to maintain fiscal control over the Department’s operations of Accounting and Information Technology Groups.		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

1. Plan, organize, assign and supervise the work performed by the accounting group. Provides administrative support to management personnel. Coordinate and generate periodic and special projects and reports. Coordinate and monitor the borrowing for capital projects with the City of Milwaukee Comptroller’s office based on cash flow reports and projections.
2. Compile and review budget information and create the department’s annual budget documents. Audit, investigate and substantiate budgeted expenditures made to the Departments budget accounts in the school operations, construction and extension funds.
3. Plan, organize, assign and supervise the technology group with the assistance of the Technology Coordinator. This includes working with the City of Milwaukee, Department of Technology and Finance Department in development of new applications and maintaining and updating existing applications with in house and computer application consultants.
4. Direct the administration of the Department’s Computerized Maintenance Management System, Payroll, Accounts Payable, Procurement Card, Work Order Commitment, Labor Billing, Utility Processing and Accounts Receivable Systems. These systems were designed to fully integrate with the District’s financial systems. Interprets the prevailing wage laws and recommends ways to ensure that the laws are followed on MPS projects. Audit contractor payroll records on complaint basis.
5. Attend various meetings within the department as well as with other departments, external auditors, City of Milwaukee, State of Wisconsin staff, contractors, suppliers and consultants. Provide computer training to members of the organization on existing and newly developed software applications.
6. Actively supports the MPS Strategic Plan.
7. Perform other duties as assigned.

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SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Requires only direction from the Director of Facilities and Maintenance. Works from broad policies and on general objectives and initiatives. Works independently, plans and arranges own work schedules.

SUPERVISION EXERCISED:

Assign duties, establish procedures, directs the work in process, reviews completed work, sign and approve work, make hiring recommendations, prepare performance appraisal and recommend disciplinary action for a staff of senior project analyst , programmer analysts, lan specialist, account clerk II's and school secretary I.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. State certification in structural pesticide application.

Education Requirements:

Bachelor's in Business Administration majoring in accounting. License as a Certified Public Accountant in Wisconsin is required.

Valid State of Wisconsin Motor Vehicle Operators license and availability of a properly insured personal vehicle at time of appointment and during employment.

Experience Requirements:

Requires a minimum of five years of high level accounting, technology environment and administration experience, including budget development, long range planning, application development and design and procedures development. Supervisory experience desirable.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

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

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.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

APPROVALS:

Supervisor _____ **Title** _____ **Date** _____

Compensation Services Manager _____ **Date** _____