

[Close this window](#)



Managerial Accounting Coordinator

Class Code:
230-1 (CC-3)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON

Revision Date: ~~Jan 29, 2018~~ ~~February~~ ~~April~~2024

SALARY RANGE

\$28.13 - \$39.39 Hourly
\$58,510.40 - \$81,931.20 Annually

NATURE OF WORK:

This is a highly technical and professional position that provides management and leadership in the development and administration of Department of Public Works annual operating and capital budgets. Responsible for financial reporting, internal accounting, management information, inventory and purchasing systems and billing functions. As the supervisor of Customer Service employees, will cooperate with the Assistant City Engineer, Deputy Director/City Engineer-DPW and Public Works Director to plan, direct, organize and monitor customer service related programs/projects and the work of employees to meet the department goals. In addition, coordinating and scheduling work hours, training new employees, make supervisor approved entries to correct time and attendance records along with gathering supporting documentation. The incumbent works under the general supervision of the Director of Public Works.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Oversee, direct and support Customer Service team.

• [Approve time and attendance records.](#)

- Assumes primary responsibility in the development and management of the department's operating and capital budgets.
- Provide justifications for budgetary requests. Meet with budget managers to discuss budget narrative and related data.
- Assist the Director in identification and resolution of various budgetary opportunities and concerns throughout the year.
- Oversee all financial operations of Central Equipment Agency (CEA).
- Participate as a member of the Senior Management Team and in multiple work groups throughout the department.

• [Supervises clerical staff including delegating work, evaluating performance, and coaching employees.](#)

• [Assist in training new employees.](#)

- Act as liaison to the Finance Department for the completion of the annual City audit.
- Reconcile all infrastructure capitalization forms with general ledger and the work order system and submit to the Finance Department for use in completing the annual City audit.
- Assists in developing and implementing administrative controls and management information systems department-wide.
- Prepares Cost of Service Analyses for the Department of Public Works functions.
- Prepares special reports and projects as directed.
- Reviews, approves, and analyzes invoices, purchase orders, contractor payments, authorizations, etc. for the Department of Public Works.
- Approve and monitor all procurement card activity and prepare monthly reports.
- List and monitor the CEA's surplus equipment on e-Bay, coordinating with the Purchasing manager to find the best venue/presentation for sale or disposal.
- Provide back-up to the Purchasing Manager listing of surplus City-wide.
- Oversee the collection and issuance of all parking permits, assists Parking Supervisor in all other cash management including implementing and monitoring internal controls and procedures.
- Trains staff in accounting, [customer service](#), [problem solving](#) and computer software.
- Assists in compiling data necessary for quarterly, semi-annual, and annual budget reports.

[• Assist in compiling the reports and items necessary for preparing and completing the Municipal Services Committee meeting agenda and other committee agendas as assigned.](#)

[• Prepares the Municipal Services Committee meeting agenda and meeting minutes.](#)

- Ensures financial data is accurate, up-to-date and in compliance with the City of Appleton's accounting practices.
- Ensures that managers have accurate and detailed information and analyses to enable them to make informed decisions regarding the financial status and condition of the department for both short- and long-range planning purposes.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Approves and tracks invoices and receipts.
- ~~Monitors~~ [Approves and tracks](#) payroll.
- Participates on Q.I.P teams or acts as a facilitator.

REQUIREMENTS OF WORK:

Bachelor's degree in accounting or related field and three to five years' experience in budget development and analysis in a public agency setting, or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Considerable knowledge of principles and practices of accounting, budgeting, and finance in municipal government.
- Considerable knowledge of general ledger and other accounting related computer systems and applicable software.
- Knowledge of inventory and purchasing practices and procedures.
- Knowledge of applicable laws, PSC rules, City policies and contracts that affect the financial operation of the Department of Public Works.
- Knowledge of management policies, rules, and regulations.
- 3• Knowledge of personnel management practices.
- Ability to develop and encourage employee professional and personal growth.
- Ability to maintain confidentiality of sensitive materials, records, and conversations.

- Ability to compile and maintain financial records and accounts.
- Ability to establish and maintain effective working relationships with other employees and the public, and to deal with the public in a courteous and tactful manner.
- Ability to assist in the development and day to day management of the department's budget.
- Ability to compile and analyze financial data and prepare reports.
- Ability to develop and oversee inventory, purchasing and other financial systems.
- Ability to supervise staff and respond to questions and problems in a timely manner.
- Ability to communicate effectively both orally and in writing with personnel at various levels both within and outside the organization.
- Skill in the operation of various computer systems.
- Valid driver's license with a good driving record.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS
JOB TITLE: Managerial Accounting Coordinator
REVISED DATE: April 2012
REVIEW DATE: April 2012

N = Never
O = Occasionally: 1 to 33% of the time on job
F = Frequently: 34 to 66% of the time on job
C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>		Far: <input checked="" type="checkbox"/>	
35. Depth perception	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
36. Color vision: Distinguish basic shades	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
37. Color vision: Distinguish basic colors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
38. Operation of crane, truck or motor vehicle	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
39. Other: _____				
B. WORKING CONDITIONS	N	O	F	C
1. Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum <u>10 ft</u>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input checked="" type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: <u>8-9</u> Days/week: <u>5</u> Days overtime/week: _____				