



MILWAUKEE COUNTY JOB EVALUATION QUESTIONNAIRE

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, reallocations, and general updates to the job description. **Note:** It is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

GENERAL INSTRUCTIONS:

- Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).
- To complete the questionnaire, please type and/or select your responses.
- If you wish to make additional comments, please use the space available in the "Additional Comments" section on page 6 of this questionnaire.

A. JOB IDENTIFICATION INFORMATION

Department (High Org):	3700	Division (Low Org):	3741
Contact for this Study	Name: Paul Grant	Email: Paul.Grant@MilwaukeeCountywi.gov	
	Title: Audit Compliance Manager	Phone: 414.278.4292	
Current Job Title:	Sr Accountant (Bank Reconciliation)	Current Job Code:	NA
Health Screen Level:	HR Completes	Background Check Level:	HR Completes
Job Reports To:	Title: Audit Compliance Manager		
Request Type:	☐ Establish New ☐ Review ☒ Reclassification ☐ Reallocation ☐ Update Description ☐ Other, Specify		

B. JUSTIFICATION STATEMENT

1. Attach an organizational chart.
2. Explain the events or changes that made this request necessary.
Bank Reconciliation has become more complex with the implementation of the new financial system. In order to take advantage of the features of the system, which will create efficiencies in other areas, a higher level position authority is needed

C. ABOUT THE JOB

Job Status:	☒ Regular Full-Time	☐ Regular Part-Time	☐ Seasonal	☐ Contract
Shift:	☒ Day	☐ Evening	☐ Night	☐ Other:
Hours Per Week:	☐ >40 Hours	☒ 32-40 Hours	☐ 20-32 Hours	☐ <20 Hours
Travel:	☐ Yes ☒ No If Yes, % Travel			
Will This Job Supervise/Manage?	☒ Supervise ☐ Manage		# of Direct Reports:	Team Leader ☐ N/A
Fiscal Responsibility: Responsible for annual operating budget for department(s)/division(s)?	☐ Yes ☒ No If yes, please provide total amount?			

D. JOB SUMMARY:

Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing What the job is, What its major objective is, and Why does it exist.
Under Supervision of the Audit Compliance Manager, serve as a team leader for County-wide Bank Reconciliation. The objective of this work is to provide a timely and accurate safeguard for County cash maintained in numerous bank accounts and in doing so, determine whether or not the accounting associated with cash is accurate through reconciliation of activity as reported by the bank, internal department records and the County's general ledger system.

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

JOB RESPONSIBILITY LIST: Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two line descriptive statement for each duty so that someone not familiar with this kind of work can understand it. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest 10%). We do not need to know HOW the function is to be performed, but rather, WHAT it is to be performed. Percentages should add up to 100%			
1.	☐ Original ☒ New	Job Duty: Perform monthly reconciliation of assigned County Bank accounts	% of Time: 25
	<i>Descriptive:</i> Identify and analyze reconciling items, including detection of errors, irregularities, and potential fraud associated with transactions occurring within numerous bank accounts maintained at multiple banks and assist with rectifying same.		
2.	☐ Original ☒ New	Job Duty: Act as team lead for bank reconciliation activities	% of Time: 25
	<i>Descriptive:</i> Monitor and document and report status of reconciliation activity to the Audit Compliance Manager. Review reconciliation activity of auditor assistants and work with them to resolve errors and improve processes.		
3.	☐ Original ☒ New	Job Duty: Assist with implementation of processes related to new technology.	% of Time: 25
	<i>Descriptive:</i> Assist with testing, implementation and training on new processes resulting from use of the Infor system.		
4.	☐ Original ☒ New	Job Duty: Advise departmental accounting staff, respond to external requests.	% of Time: 25
	<i>Descriptive:</i> In partnership with Central Accounting, advise various departmental accounting staff regarding procedures, and information required for effective and efficient bank reconciliations. Maintain banking records. Respond to requests from External Auditors.		
5.	☐ Original ☐ New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
6.	☐ Original ☐ New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
7.	☐ Original ☐ New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
8.	☐ Original ☐ New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
9.	☐ Original ☐ New	Job Duty:	% of Time:
	<i>Descriptive:</i>		
10.	☐ Original ☐ New	Job Duty:	% of Time:
	<i>Descriptive:</i>		

F. EQUIPMENT, TOOLS & MATERIALS, PERSONAL COMPUTERS, SOFTWARE

Please list all equipment, tools or materials required to perform the job along with the frequency.		Frequency			Type of Equipment
		Daily	Weekly	Monthly	
1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc)					
a. Fork Truck or Powered Pallet Jack					
b. Lifting Devices (i.e. Jib Cranes, Slings and Tow Straps)					
c. Other					
2. Hand Tools/Instruments: (i.e. Power Tools, Equipment, Weapons, etc.)					
a. Chainsaw or other powered tree trimming devices					
b. Ladders					
c. Welding or Cutting Tools					
d. Respirator					
3. Personal Protective Equipment Required?	☐ Yes ☐ No	List Equipment:			
4. Lock Out Tag Out Devices Required?	☐ Yes ☐ No				
3. Driving required?	☐ Yes ☒ No	List License Types: (Required)			
		List License Types: (Preferred)			
4. Personal vehicle required?		☐ Yes ☒ No			
5. Please list all <u>Technology, Systems and Software Knowledge</u> required to perform the job:					
Basic	Intermediate	Advanced			
☐	☐	☒	Knowledge of all related computer and software applications, such as word processing and spreadsheets.		
☐	☐	☐	Other:		
☐	☐	☐	Other:		
☐	☐	☐	Other:		

G. JOB COMPETENCIES

Internal/External Contacts: Please select all that apply.	
☒	Exchange of basic information with internal and/or external contacts.
☒	Maintain sensitive or confidential information.
☒	Explain and gather information, answer queries, or provide assistance to internal and/or external contacts.
☒	Persuade, conform or recommend course of action with internal and/or external contacts.
☐	Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts.
☐	Maintain a continuing working relationship that can have a significant effect on the success of the organization.
Communication Skills: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply.	
☒	Read, write and comprehend simple instructions, reports, short correspondence and memos.
☐	Speak effectively before both internal and/or external groups.
☒	Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial and legal documents.
☐	Prepare and/or present written communications that pertain to controversial and complex topics.
Decision-Making: Please select <u>only one</u> of the following:	
☒	Makes minimal decision-making responsibility.
☒	Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents.

☐	Makes decisions of responsibility and final results that affect more than one department or a department with multiple units; substantial analysis is required and many factors must be weighed before a decision can be reached.
☐	Makes decisions of responsibility and final recommendations, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization; involves long-range future planning including scope, direction and goals.

Complexity, Judgment and Problem Solving: Please select all that apply.	
☒	Understand and follow instructions.
☐	Execute decisions within limits of standard policy and procedures.
☒	Interpret and adapt to established practices and procedures using independent judgment to meet situations to which applications are not clearly defined.
☐	Perform within difficult or complex working conditions or situations not easily evaluated; decisions require considerable judgment, initiative and ingenuity in areas there is little precedent.
☐	Act independently in the formulation and administration of policies and programs for major departments or functions.

H. WORKING CONDITIONS

What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job.

<u>PHYSICAL DEMANDS</u>	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)		
Standing	☐	☒	☐	☐	☐		
Walking	☐	☒	☐	☐	☐		
Running	☒	☐	☐	☐	☐		
Sitting	☐	☐	☐	☐	☒		
Reaching	☐	☒	☐	☐	☐		
Climbing	☒	☐	☐	☐	☐		
Driving	☒	☐	☐	☐	☐		
Bending/Kneeling	☒	☐	☐	☐	☐		
Hearing	☐	☐	☐	☒	☐		
Talking	☐	☐	☐	☒	☐		
Visual	☐	☐	☐	☐	☒		
Typing	☐	☐	☐	☐	☒		
Writing	☐	☐	☐	☐	☒		
Fine Dexterity	☐	☐	☐	☐	☐		
Manual Dexterity	☐	☒	☐	☐	☐		
Upper Extremity Repetitive Motion	☒	☐	☐	☐	☐		
Lifting/Carrying (lbs.)	☐ up to 05	☐ up to 10	☐ up to 15	☐ up to 20	☐ up to 25	☐ up to 30	☐ up to
Pushing/Pulling (lbs.)	☐ up to 05	☐ up to 10	☐ up to 15	☐ up to 20	☐ up to 25	☐ up to 30	☐ up to

<u>NON-PHYSICAL DEMANDS</u>	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Analysis/Reasoning	☐	☐	☐	☒	☐
Communication/Interpretation	☐	☐	☐	☒	☐
Math/Mental Computation	☐	☐	☐	☐	☒
Reading	☐	☐	☐	☐	☒
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)	☐	☐	☐	☐	☒
Other:	☒	☐	☐	☐	☐

ENVIRONMENTAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Work Independently	☐	☐	☐	☐	☒
Task Changes	☐	☒	☐	☐	☐
Tedious/Exacting Work	☐	☐	☐	☐	☒
High Volume Public Contact	☐	☒	☐	☐	☐
Dust	☒	☐	☐	☐	☐
Temperature Extremes	☒	☐	☐	☐	☐
Loud Noises	☒	☐	☐	☐	☐
Physical Danger	☒	☐	☐	☐	☐
Toxic Substances (i.e. solvents, pesticides, etc.)	☒	☐	☐	☐	☐
Chemicals (i.e. cleaning supplies, chlorine, etc.)	☒	☐	☐	☐	☐
Chemical Spills exceeding 5 gallons	☒	☐	☐	☐	☐
Confined Space Entry for Rescue	☒	☐	☐	☐	☐
Confined Space Entry for Non-rescue	☒	☐	☐	☐	☐
Elevations Above 4 Feet	☒	☐	☐	☐	☐
Trench or Excavation	☒	☐	☐	☐	☐
Work Around Antennas and/or Solar Systems	☒	☐	☐	☐	☐
Exposure to Blood Borne Pathogens	☒	☐	☐	☐	☐
First Aid, CPR and AED	☒	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐

WORK SCHEDULE: Please select all that apply.

- ☒ Routine shifts hours. Infrequent overtime, weekend, or shift rotation.
- ☐ Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
- ☐ Regular and/or frequent on-call availability; nature of work frequently requires irregular, unpredictable or particularly long hours.

DEMANDS/DEADLINES: Please select all that apply.

- ☐ Little or no stress created by work, employees or public.
- ☒ Intermittent or cyclical work pressures with occasional exposure to high stress work environments.
- ☐ High volume and variable work demands and deadlines that impose strain on a routine basis; frequent direct contact with individuals or exposure to highly stressful situation, demands or pressures.

I. EDUCATION, LICENSE, AND EXPERIENCE

EDUCATION

Please indicate the MINIMUM educational level required:

- | | |
|--|---|
| ☐ HS Diploma/GED | |
| ☐ Associate's Degree | Area of specialization/major: |
| ☒ Bachelor's Degree | Area of specialization/major: Accounting or related field |
| ☐ Graduate Degree | Area of specialization/major: |
| ☐ Post Graduate Degree (PhD) | Area of specialization/major: |
| ☐ Professional Degree (Law, Medicine, etc.) | Area of specialization/major: |
| ☐ Other: | Please indicate: |

LICENSE/CERTIFICATION: (Please complete Section F on Page 3 for Driving Requirements/License(s))

What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:

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WORK EXPERIENCE	
Please indicate the MINIMUM number of years of practical experience required.	
☐ No experience	
☐ Less than one year	Area(s) of experience:
☐ One to three years	Area(s) of experience:
☒ Three to five years	Area(s) of experience:
☐ Five or more years	Area(s) of experience:

SUPERVISORY/MANAGEMENT EXPERIENCE	
Please indicate the MINIMUM number of years of supervisory/management experience required.	
☒ No experience	
☐ Less than one year	Area(s) of experience:
☐ One to three years	Area(s) of experience:
☐ Three to five years	Area(s) of experience:
☐ Five or more years	Area(s) of experience:

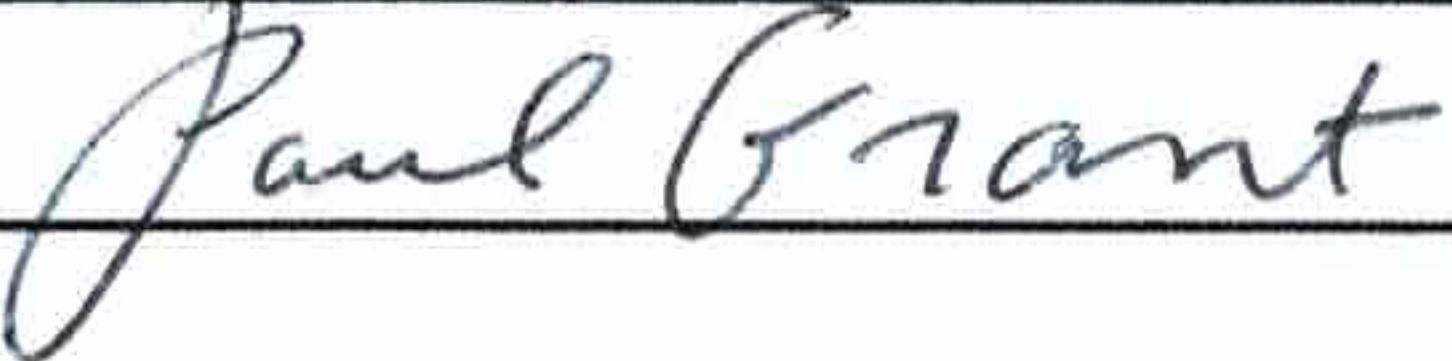
Supervisory/Managerial: If applicable, select the appropriate level of responsibility.	
☒	Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. Recommends personnel actions (hiring, termination, pay changes, etc.) but does not independently conduct.
☐	Level 2 Scheduling, supervision, and evaluation of work of employees who perform similar work assignments. Conducts all aspects of personnel actions (hiring, termination, pay changes, etc.).
☐	Level 3 Scheduling, supervision and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors reporting to this job? ☐ Yes ☐ No If yes, how many?
☐	Level 4 Scheduling, supervision and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors/managers reporting to this job? ☐ Yes ☐ No If yes, how many?
☐	Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. Are there subordinate supervisors/managers reporting to this job? ☐ Yes ☐ No If yes, how many?
List the names of the Positions and/or Department(s)/Division(s) supervised/managed by this job:	
•	

J. ADDITIONAL COMMENTS

Please list additional items not covered in this questionnaire that would be helpful to the <u>Compensation Department</u> in understanding this job.
•

Please provide additional information and/or language so that <u>Employment & Staffing</u> can include it in the job announcement (Providing that the Compensation Department has approved).

K. SIGNATURES

SUPERVISOR'S/MANAGER'S CONFIRMATION:	
I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.	
Supervisor/Manager Signature: 	Date: 2-27-23
Department/Division Head Signature:	Date:

Email the completed form to your HR Business Partner.