

ACCOUNTING SPECIALIST

CITY OF WEST ALLIS

\$20.15 - \$27.64/hour

Appointment above the minimum is possible based on qualifications and experience, subject to approval; West Allis residents receive an additional 2% on top of their established pay. The City also offers an attractive benefit package.

Application deadline:

5:00 P.M., TUESDAY, MARCH 12, 2019

For more information and to apply, please visit:
www.westalliswi.gov/careers



The City of West Allis is an innovative, progressive and continuously improving local government seeking an Accounting Specialist who is responsible for handling the day-to-day accounts receivable transactions in the Finance Department and providing assistance with financial reporting, budgeting, financial analysis, and projections. Time is spent handling daily transaction-based duties of accounts receivable (major duty), accounts payable, and cash handling/payment processing; in addition to, accounting (journal entries, reconciliations, etc.), preparing financial summaries, monthly financial reports, and budget projections, etc. Team members are cross-trained to handle these critical core functions and may shift from one area to another at peak times (tax collection for example) and as workload demands it. The **ideal candidate** for this position is a positive individual with an accounting background who is comfortable utilizing technology, streamlining processes, and providing high-quality, responsive customer service to internal and external customers, including Council and other departments.

EEO Employer