

GRANT ACCOUNTANT/ ACCOUNTING SPECIALIST

CITY OF WEST ALLIS

\$20.15 - \$33.13/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 a Grant Accountant/Accounting Specialist whose position focuses on the City's Grant Funds, including Community Development Block Grants (CDBG), Housing Grants (Voucher Program, HOME Program, Etc.), Health Department Grants, Police Department Grants, and other miscellaneous grants. Coordinates, organizes, and maintains the accounting systems for these programs; prepares adjusting journal entries, reports, financial analysis as needed. Prepares and submits grant draw down requests to various Federal and State agencies in a timely manner. Completes all grant accounting, recording, reporting, fund disbursements, and reconciliations, and assists with grant writing. Manage all economic development and grant related loans. The **ideal candidate** for this position is a positive individual with an accounting background and experience working with grants and special revenue funds who is comfortable utilizing technology, streamlining processes, and providing high-quality, responsive customer service to internal and external customers.

EEO Employer

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.