

Job Description

Job Title	MANAGER I - FINANCIAL REPORTING
Job ID	1030577
Location	Central Services Building
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Job Summary

Manages the district's internal and external financial reporting operations. Overall responsibility for GAAP basis financial reporting and WUFAR compliant reporting. Ensures the integrity of the financial records. Identifies and informs the Comptroller of all pertinent financial matters.

Wage: \$98,287 - 141,817 (12 months)

How To Apply

Applications for the following position are being accepted by the Office of Human Resources **through Wednesday, October 1, 2025.**

To be considered as a candidate, a current, updated resume MUST be attached to the completed application. *Additionally, ALL candidates must attach transcripts confirming the required bachelor's degree (unofficial transcripts can be submitted, however official transcripts will be required upon hire).*

- If you are unable to electronically attach these documents, you must notify Cassandra in human resources at morac2@milwaukee.k12.wi.us that you are sending hard copies. Caution: when attaching documents to the application, be sure the documents are legible. If the documents cannot be read, your application may be disqualified from consideration.

If you are selected for the next stage of the interview process, you will be contacted, via email, to submit three electronic professional references. Identified references will receive an online reference check to complete.

No applications or application materials will be accepted after the deadline date.

Appointment is subject to a criminal background check, a drug/alcohol test and credential verification.

If you have any questions, please contact Cassandra Morales-Salcedo at morac2@milwaukee.k12.wi.us or 414-777-7879.

Qualifications

Education Requirements:

- Bachelor's degree in accounting, finance or related field.
- CPA, CPFO, or School Business Administrator (License 5008) preferred.

Experience Requirements:

- Minimum of 5 years of progressive accounting or financial reporting experience, preferably in a large public sector or school district environment.
- Minimum of 3 years of supervisory experience.
- In-depth knowledge of GAAP, GASB, WUFAR, governmental fund accounting, and audit procedures is required.

Equivalent combinations of training, education, and experience may be considered.

Responsibilities

- Manages the preparation of regulatory and generally accepted accounting principles (GAAP) basis financial reports to the Wisconsin Department of Public Instruction (DPI) and the Annual Comprehensive Financial Report (ACFR).
- Develops, implements and maintains the district financial reporting processes to ensure strong internal controls; the effective and efficient recording of transactions; the complete, accurate, and timely recording of information; and compliance with GAAP, GASB, WUFAR and State and Federal laws and regulations.
- Develops, implements and maintains effective organizational systems of quality control to facilitate audit readiness. Maintains well-organized system of records, workpapers, and supporting information to ensure an efficient audit.
- Develops, implements, maintains, evaluates and improves the effectiveness of standard operating procedures in financial reporting, develops report specifications, and seeks opportunities to streamline activities to realize efficiencies. Identifies opportunities to replace manual procedures with automation, trains and develops staff to increase efficient operations, recommends process improvements to the Comptroller.
- Gathers and organizes data, analyzes general ledger, prepares workpapers, creates financial statements.
- Monitors the District's financial position, realization of revenues and expenditures against the annual budget, and performs critical analysis to ensure reasonableness. Identifies and informs the Comptroller of pertinent financial matters, including material changes in performance.
- Develops and maintains effective relationships with auditors, the Department of Public Instruction, and others related to the District's financial reporting responsibilities. Maintains communication and coordinates with all stakeholders to ensure timely issuance of complete, accurate financial reports.

- Manages and leads staff. Prepares work plans, assigns and reviews work of direct reports to ensure that journal entries, work papers, and reports meet financial standards and withstand the scrutiny of auditors.
- Supervises and trains staff to ensure the integrity of financial records.
- Manages personnel, to include problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS.
- Actively supports the MPS strategic plan.
- Performs other duties as assigned.

Equal Employment Opportunity

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Office of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.

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