

This is professional accounting work related to the conversion of the State's statutory basis of financial reporting to a Generally Accepted Accounting Principles (GAAP) basis of financial reporting. Initiate, develop, and recommend accounting policies and procedures necessary to convert the State's financial reporting system to a GAAP basis as reported in the Comprehensive Annual Financial Report (CAFR) with an emphasis on complex technical issues affecting specialized activities, transactions and funds or with a statewide impact. Research accounting pronouncements promulgated by authoritative sources to ensure statewide accounting policies and procedures properly incorporate applicable GAAP reporting requirements. Provide technical and practical assistance to State agency chief accountants and other professionals on financial accounting and reporting issues. Plan and direct the design, development, and implementation of financial reporting systems to be used to obtain and process financial information and other data necessary to convert the State's statutorily based financial statements to a GAAP basis and to incorporate other information as required by GAAP. Prepare, review, and track information required to appropriately report the State's financial position on a GAAP-basis.

- 20% A. Initiation, development, and recommendation of accounting procedures for conversion of the State's budgetary basis of financial reporting to a GAAP basis of financial reporting.
- A1. Analyze financial, accounting, budgetary and operational activities/processes of state agencies or related entities and determine the affect on GAAP conversion polices and procedures issued by the State Controller's Office (SCO).
 - A2. Research principles promulgated by the Governmental Accounting Standards Board (GASB) and other pertinent organizations and determine their application in the reporting of State financial activity in accordance with GAAP.
 - A3. Develop and update formal policies and procedures included in the SCO-issued *Uniform GAAP Conversion Policies and Procedures Manual* used by all State agency accountants to prepare GAAP conversion data.
 - A4. Identify, establish, and maintain effective internal controls to ensure proper GAAP-based reporting.
 - A5. Prepare issue papers, analyzing complex accounting issues to implement changes necessary to ensure prescribed accounting policies and procedures reflect GAAP.
 - A6. Identify and evaluate proposed GASB standards and determine the impact on the CAFR and reporting processes while considering Wisconsin statutes, programs and other relevant information. Draw conclusions on proposals, draft responses to applicable organizations, and discuss with SCO staff. Identify and analyze relevant proposals from non-GASB entities, when necessary.

- 20% B. Development and implementation of complex systems to obtain and process financial information and other data necessary to convert the State's budgetary basis of financial reporting to the GAAP basis of financial reporting.
- B1. Identify and analyze the types of financial information and data elements to be provided by State agencies or other entities and design forms, systems and processes to efficiently capture and track such information.
- B2. Design and develop complex electronic applications, such as Access databases and Excel spreadsheets, to generate reports essential for the GAAP conversion process and the issuance of a publication-ready document.
- B3. Develop specifications and programming requirements for reports needed for GAAP reporting.
- B4. Coordinate with Department of Administration information technology staff for the development of mechanisms to restructure and compile data required for GAAP reporting.
- 25% C. Coordination and compilation of information for financial statements of individual funds, component units, and accompanying footnotes and other information to be presented in the CAFR.
- C1. Participate in the development and distribution of accurate materials for State agencies which provide the basis on which GAAP adjusting entries and other conversion data are prepared including:
- Working trial balances for all GAAP funds
 - Supporting data
 - Adjusting entries
 - Special reports
- C2. Complete desk reviews of financial statements, adjusting entries and supporting documentation for the most complex General Fund agencies and individual GAAP funds submitted by agencies to ensure compliance with GAAP and policies and procedures established by the SCO Financial Reporting Section.
- C3. Assist other GAAP team members' in their desk reviews of financial statements, adjusting entries and supporting documentation for individual GAAP funds submitted by State agencies to ensure compliance with GAAP as well as policies and procedures established by the State Controller's Office.
- C4. Assume responsibility for component unit information needed for the CAFR. Identify component units to be included and communicate required reporting needs and timing requirements. Obtain information and review data elements adapting information as necessary to fit the CAFR reporting model. Identify and propose reasonable solutions to incompatibilities.

- C5. Prepare and/or oversee preparation of the most complex footnote disclosures incorporating data from multiple agencies or sources.
- C6. Provide explanations to audit inquiries from independent auditors. Ensure materials used in reporting process are available to the auditors and provide adequate audit trail.
- 15% D. Preparation of the State's financial statements on a GAAP basis.
 - D1. Analyze financial activity and prepare and document appropriate adjusting entries needed for the State's GAAP funds to conform with GAAP.
 - D2. Obtain information from various sources needed to develop note disclosures for the CAFR.
 - D2. Analyze and determine information and language for inclusion of information in the MD&A. Prepare comparative analysis of current and prior year financial data.
- 10% E. Presentation of technical and practical assistance to State agency chief accountants and other financial staff on the annual GAAP conversion process.
 - E1. Serve as a financial and procedural consultant for questions posed by State agency accountants and others regarding various accounting issues and reporting matters, including highly technical issues.
 - E2. Provide one-on-one technical assistance to state agency chief accountants and their staff on specific procedures applicable to the agency.
 - E3. Develop and present training materials to state agency accounting personnel on GAAP concepts and processes.
- 10% F. Maintenance of reference materials and professional skills.
 - F1. Assist in updating or creating procedural and technical reference materials annually.
 - F2. Analyze and determine information and language for inclusion in management, special reports, and materials submitted to professional organizations as requested.
 - F3. Sustain technical proficiency in GAAP-based accounting and related topics through seminars, workshops, or self-directed training.
 - F4. Sustain and expand working knowledge of computer systems used to accumulate financial data.

F5. Perform other special projects as assigned by the State Controller or section supervisor.

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of current governmental and related GAAP-based accounting principles and practices applied to financial statements of a complex organization.
- In depth knowledge and experience with interpreting and analyzing complex standards, data, accounts, ledgers, systems and processes.
- Ability to identify, establish and maintain effective and efficient internal controls within complex financial reporting processes.
- Ability to prepare or audit complex GAAP financial statements.
- Ability to properly plan, prioritize and complete multiple tasks in a timely manner.
- Ability to reach logical decisions while considering complex factors and professional judgment.
- Ability to effectively organize large amounts of information in multiple formats.
- Ability to research, learn and apply relevant accounting standards, budgetary concepts, and Wisconsin statutes to extensive agency functions and operations.
- Ability to effectively communicate, in both oral and written formats, technical and practical guidance on a wide range of matters including complex and/or highly specialized accounting issues and practices.
- Excellent knowledge of, and ability to proficiently use, complex personal computer applications including databases, spreadsheets, word processing, and e-mail.
- Applied knowledge of data processing principles and practices.
- Ability to function independently and as a team player. Ability to train and lead financial professionals carrying out independent and varied accounting functions.
- Ability to establish and maintain effective working relationships with other professionals internal and external to the organization.

Training and Experience

Graduation from an accredited college or university with an undergraduate degree in accounting or commensurate experience and training is required. Four years of professional governmental accounting or governmental financial statement auditing experience. Experience interpreting and

applying complex GAAP reporting requirements to data and processes. Ability to complete projects within established deadlines. CPA or CPA-eligible candidate preferred.