

Budget and Policy Manager

Department of Financial Institutions

As the Department's Budget and Policy Manager, this position works independently under general supervision of the Administrator of the Division of Administrative Services and Technology and serves as the agency's Budget Director.

As Bureau Director of Budget and Finance, this position manages the development of department budget requests; develops, monitors, and controls the agency's annual operating budget; conducts complex organizational, fiscal and management studies; and provides legislative, administrative policy and budgetary policy analysis.

The position also directs and coordinates accounting and purchasing functions as well as the records and forms management services within the agency. In this role, the position provides and applies the professional accounting knowledge necessary for the management of the fiscal duties of the Department, application of professional accounting controls and the interaction with the State's accounting systems and responsibilities.

20% Goal A: Development and management of the Department's biennial budget request.

- A1. Coordinate all biennial budget activities, including establishing timetables, developing a work plan, and preparing internal instructions.
- A2. Provide technical assistance to managers and staff in proposing budget initiatives, developing justifications, identifying and evaluating alternatives and preparing cost benefit analysis.
- A3. Prepare the agency request in the format required by the Department of Administration. Prepare all Decision Item Narratives (DIN's) and attachments as required. Transmit the final budget request to the State Budget Office and the Legislative Fiscal Bureau.
- A4. Serve as the liaison with the State Budget Office and Legislative Fiscal Bureau; respond to requests for information, participate in budget meetings and educate budget analysts, key legislators, and interested parties on the issues and initiatives included in the budget request.
- A5. Prepare whitepapers analyzing possible budget initiatives for presentation to the Secretary's Office, the Department of Administration, or the Governor's Office.
- A6. Monitor action on the budget request through the State Budget Office, legislative committees and the legislature. Analyze modifications to the budget in each step and assist in the formulation of a strategy for the Department's position.

- A7. As needed, design and conduct policy analyses of complex budget issues for program areas.
- A8. Participate in the development of the information technology strategic plan and coordinate with the biennial budget.
- A9. Assist in the preparation and presentation of department testimony related to the budget.

35% Goal B: Development and management of the Department's annual operating budgets.

- B1. Annually, develop examination and assessment rates for the regulatory functions. Work with Division Administrators and Office Director to provide cost estimates and required levels of funding. Present recommendations to Review Boards.
- B2. Establish detailed annual operating budgets for salaries, supplies and services and permanent property.
- B3. Ensure adequate program revenue to cover anticipated expenditures.
- B4. Monitor budget implementation to ensure consistency with legislative intent and compliance with program requirements.
- B5. Monitor the financial status of appropriations and advise the Secretary, Deputy Secretary, and other management of any potential budget problems and proposed solutions.
- B6. Prepare periodic management reports and briefings for the Deputy Secretary on operating budget status. Identify and recommend remedial actions to correct budget shortfalls and maximize budget resources.
- B7. Prepare fiscal estimates on the effects of proposed legislation and administrative rules.
- B8. Calculate the need for salary, fringe benefit and other supplements and submit to the State Budget Office.
- B9. Prepare and submit STAR appropriation transactions for the approved budget request and subsequent adjustments and supplements.
- B10. Develop and maintain an account code structure which facilitates management and control of the operating budget.

B11. Direct the development of s. 16.515 and s. 16.505 emergency budget supplement requests.

B12. Manage and maintain position control for the Department, including adding and terminating positions and updating coding.

25% Goal C: Management of Department fiscal operations.

C1. Serve as the Chief Financial Officer for the Department.

C2. Oversee the establishment of internal control policies and procedures for the appropriate and efficient administration of fiscal services.

C3. Prepare and update internal control plan and annual certification to the Department of Administration.

C4. Ensure accurate recording and reporting of Department financial transactions.

C5. Provide the professional accounting knowledge base required by the agency to comply with state accounting standards and provisions including GAAP accounting.

C6. Supervise the Department's purchasing function to ensure compliance with department procedures for all aspects of purchasing in conformance with statutes and DOA guidelines.

C7. Ensure that invoices for goods and services purchased by the Department are properly received, recorded, authorized and paid in accordance with state statutes, DOA requirements, and department procedures.

C8. Ensure that all invoices are paid within the state prompt payment deadline.

C9. Review and approve purchase orders.

C10. Act as the professional accounting resource and direct the accounting reconciliations of the Department's finances along with all year end and closing activities include the calculation of year-end transfers.

C11. Oversee account receivable and receipting functions in the Department.

C12. Coordinate projects designed to enhance the Department's use of information technology in the accounting functions.

C13. Serve as audit liaison and review Legislative Audit Bureau and Department of Administration audit reports and assist in preparing a response and follow-up on the implementation of actions indicated in the response.

C14. Participate in workgroups and studies having internal, interagency, and customer related implications. Coordinate research, analysis, planning, implementation and program evaluation to address issues of concern to the department. Provide recommendations to top management.

C15. Serve as the coordinator for all Department operations related to STAR, the State's ERP system.

20% Goal D: Supervise staff in the Bureau of Budget and Finance

D1. Interview and select qualified applicants for vacant positions to provide competent staff in the areas of accounting, purchasing and records and forms management.

D2. Assign work to staff members and provide direction in priority setting and workload distribution.

D3. Assess the need and provide for the training and development of staff.

D4. Set performance standards and goals and prepare formal performance evaluations with staff to identify progress and/or areas that require improvement and discuss with employees.

D5. Approve leave requests and monitor the leave accounting of staff. Approve employee time in STAR.

Knowledge, Skills and Abilities

1. Knowledge of state biennial budget development process
2. Knowledge of practices and techniques of budget development, analysis, and implementation
3. Knowledge and skills of position management
4. Knowledge and skill of professional accounting principles and practices including generally accepted accounting principles (GAAP)
5. Knowledge of accounting and financial information systems
6. Knowledge of state procurement
7. Knowledge of records and forms management
8. Knowledge of principles of effective staff supervision
9. Knowledge and skill with computer operations, including word processing and spreadsheets
10. Ability to interpret federal and Wisconsin state policies and law
11. Effective analytical and problem solving skills
12. Ability to establish and maintain effective working relationships with agency staff, government agencies, and outside sources
13. Effective written, oral, and interpersonal communication skills