

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 budgetary based financial information to a governmental GAAP basis as reported in the Comprehensive Annual Financial Report (CAFR). Emphasis on complex technical issues affecting PeopleSoft Enterprise Resource Planning information system, specialized activities, transactions and funds with a statewide impact. Research accounting pronouncements promulgated by authoritative sources to ensure statewide accounting policies properly incorporate applicable GAAP reporting requirements. Develop and implement procedures to properly incorporate applicable GAAP reporting requirements. Provide technical and practical assistance to State agency accounting professionals and others on financial accounting and reporting issues. Implement and maintain financial reporting systems to obtain and process financial information and other data necessary to convert the State's statutorily based financial information to governmental GAAP. Coordinate, review, track, compile and prepare information for individual funds, accompanying footnotes and other information to be presented.

- 20% A. Initiation, development, and recommendation of accounting policies and 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 effect on GAAP conversion policies 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. 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.
- 30% B. Development, implementation and maintenance of complex systems to compile and analyze financial information and other data necessary to convert the State's budgetary basis of financial reporting to the governmental GAAP basis of financial reporting.

- B1. Review and recommend changes or additions to reporting processes to incorporate required information into governmental GAAP financial statements.
  - B2. Determine how the configuration and functionality of the STAR General Ledger, associated modules such as A/R, A/P, asset management etc., and the STAR HCM system as applicable, impacts GAAP reporting processes.
  - B3. Collaborate with accounting and other professionals to determine and develop financial reporting processes to ensure application of governmental GAAP standards to financial information.
  - B4. 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 in compliance with GASB standards.
  - B5. Develop and maintain financial queries and reports using PeopleSoft Query and other electronic tools as necessary.
  - B6. Design, develop and maintain complex electronic applications, such as PeopleSoft nVision, Excel spreadsheets and databases to generate information essential for the GAAP conversion process.
  - B7. Identify and implement changes needed to financial reporting systems and processes as a result of system upgrades or changes, changes to GASB standards, and statutory and other changes.
- 35% C. Retrieval, coordination and compilation of information for entries, financial statements, note disclosures, reconciliations, and reports for agencies.
- C1. Assist in developing strategies to implement, organize, and utilize electronic tools to support financial reporting processes. Develop and disseminate reports and data files consistent with needs of SCO and state agency users.
  - C2. Develop and implement internal control processes to ensure consistency between multiple sources of information, financial reporting systems and the CAFR.
  - C3. 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
    - Detailed reports and customized reports by request

- C4. Analyze financial activity and prepare and document appropriate adjusting entries of the highest complexity needed for the State's GAAP funds to conform with governmental GAAP.
  - C5. 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 State Controller's Office.
  - C6. Complete second desk reviews and assist other GAAP team members' in their desk reviews of financial statements, adjusting entries and supporting documentation for individual GAAP funds to ensure compliance with GAAP as well as policies and procedures established by the State Controller's Office.
  - C7. Identify information requiring adaptation to fit the CAFR reporting model. Assess conformity with governmental GAAP and propose reasonable solutions to presentational problems.
  - C8. Identify and obtain information from various sources needed to develop note disclosures. Prepare and/or oversee preparation of the most complex footnote disclosures incorporating data from multiple agencies or sources.
  - C9. Provide explanations to audit inquiries from independent auditors. Ensure materials used in reporting process are available to the auditors and provide an adequate audit trail.
- 10%
- D. Provide technical and practical assistance to State agency chief accountants and other financial staff on the State's PeopleSoft-based information system and the annual CAFR conversion process.
  - D1. Assist in creating and updating policy and procedural, technical, and user reference materials as processes are developed and modified for State agency accountants/financial staff.
  - D2. Sustain technical proficiency in governmental GAAP-based accounting issues and reporting matters of the most technical complexity.
  - D3. Serve as a financial and procedural consultant for questions of the highest complexity posed by State agency accountants and others regarding STAR functionality, accounting issues, and governmental GAAP reporting. Communicate information to inquirers in a manner suitable for the circumstances.
  - D4. Develop and present training materials to state agency accounting personnel on GAAP concepts, information system functionality, and reporting processes.

- 5% E. Maintenance of internal reference materials and professional skills.
- E1. Create and maintain internal procedural and technical reference materials on an ongoing or annual basis.
  - E2. Analyze and determine information and language for inclusion in management, special reports, and materials submitted to professional organizations as requested.
  - E3. Sustain technical proficiency in GAAP-based accounting and related topics through seminars, workshops, or self-directed training.
  - E4. Sustain and expand working knowledge of information systems used to accumulate financial data.
  - E5. Perform other special projects as assigned by the State Controller or section supervisor.

**Required Knowledge, Skills and Abilities:**

1. Comprehensive knowledge of current governmental and related GAAP-based accounting principles and practices applied to financial statements of a complex organization.
2. In depth knowledge and experience with interpreting and analyzing complex standards, financial data, accounts, ledgers, systems and processes.
3. Ability to identify, establish and maintain effective and efficient internal controls within complex governmental financial reporting processes.
4. Ability to properly plan, prioritize and complete multiple tasks in a timely manner.
5. Ability to reach logical decisions while considering complex factors and professional judgment.
6. Ability to identify problems, determine possible solutions, and actively work to resolve the most complex reporting issues.
7. Ability to research, learn and appropriately apply relevant accounting standards, budgetary concepts, and Wisconsin statutes to State functions and operations.
8. 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 and information systems issues and practices.
9. Applied knowledge of PeopleSoft functionality and configuration especially as it pertains to financial management and reporting.
10. Advanced knowledge of and ability to proficiently develop and maintain complex Excel applications.

11. Ability to function independently and as a team player. Ability to train and lead financial professionals carrying out independent and varied accounting functions.
12. 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 GAAP financial reporting or governmental GAAP financial statement auditing experience. Experience interpreting and applying complex GAAP reporting requirements to information and processes. Experience in PeopleSoft and advanced Excel skills. CPA preferred.