

**State Controller's Office
Cash Management Operations
Accountant**

Position Summary

Under close progressing to general supervision of the Cash Management Operations Financial Management Supervisor in the State Controller's Office, this position is one of a group of professional accountants managing policies, procedures and documentation of banking activity posting to STAR, the State's Enterprise Resource Planning System. This position is responsible for analyzing state wide receipting, reconciling daily bank deposit activity and validating accounts receivable activity in STAR. As part of this role, the position will analyze agency deposits within thousands of appropriations, and all fund sources including General Purpose Revenue, Program Revenue and Segregated. The position must have a thorough understanding of STAR Accounts Receivable and Cash Management modules in order to develop policies, procedures and training materials for state agency users. The position audits, monitors and develops internal controls in STAR to verify agency receipting and deposit activity.

This position is responsible for maintaining and administering policies and procedures related to receipting activity and revenue processing. This position will be working with state agencies and departments to improve policies and procedures related to monitoring, tracking, posting and reconciling cash receipt and revenue deposit activities. This position will be training state agencies and departments on STAR receipting modules, best practices for internal control documentation, and reconciliation requirements for receipt accounting entries. This position is responsible for assisting in the overall content and maintenance of the revenue and receipting materials for the Wisconsin Accounting Manual. The position will continue to develop and improve procedures to streamline the State's receipting process, and increase the percentage of automatically-reconciled items within STAR.

This position is responsible for ensuring that approximately \$35 billion in annual cash receipts are recorded accurately to the statutory funds. This position is responsible for identifying, researching and providing accurate financial coding for any bank deposit activity not claimed by state agencies. This position coordinates the recording of fines and forfeiture payments received from circuit courts and municipalities, and the position coordinates activities related to the deposit of pledged deposits made by banks and insurance companies.

This position requires knowledge and application of Generally Accepted Accounting Principles (GAAP), all state funding sources, Federal regulations, State Statutes and State rules, regulations and guidelines. Accuracy and integrity of data is imperative to this position.

As with all of the accountant positions in the Controller's Office, this position provides backup support to other accountants as needed.

Time Goals and Worker Activities

- 35% A. Manage the State's enterprise receipting operations including developing policies and procedures, improving internal controls, audit compliance, agency training, and controlling the input of more than \$35 billion in annual deposits into the STAR Accounts Receivable module and general ledger.
1. Evaluate, refine and maintain procedures related to the deposit of all money into the statutory funds, including regular direct journal deposits and applied payment/accounts receivable deposits.
 2. Responsible for administrating and improving training documentation for state

agencies related to recording deposits and managing receipts.

3. Maintain and update the overall content for the direct journal and accounts receivable deposit reporting within the Wisconsin Accounting Manual.
4. Perform ongoing analysis on ways to develop and improve daily receipting procedures to streamline the State's receipting process and increase the percentage of automatically reconciled items within STAR.
5. Review, audit and approve all accounts receivable and direct journal deposits entered by the state agencies each day. Verify completeness, accuracy of accounting, and supporting documentation to ensure deposits are received at the bank and recorded correctly in STAR.
6. Develop and implement materiality thresholds to ensure all direct journal deposits by business unit agree with banking activity, supporting bank deposit reports and are posted for the same business day as the bank receipt in the STAR system.
7. Assist agencies to process receipts on their behalf such as the DOR Tax receipt and miscellaneous agency deposits. Verify and post these receipts the same day the deposits occur in the enterprise banking accounts.
8. Run daily PeopleSoft (PS) Queries to identify all regular deposit and direct journal payments where the agency and not the State Controller's Office completed the deposit in STAR. Work with agency Financial Managers to ensure deposit and journals are correct in STAR, and that they modify their procedures.
9. Develop and run additional PS Queries as necessary to identify non-posted transaction activity in the Accounts Receivable sub-module and ensure that it is ultimately posted to the GL.

30%

- B. Perform the daily bank reconciliation of deposits between STAR and the Enterprise Cash Concentration Account. Develop and improve these procedures.
 1. Develop, perform and improve daily and monthly procedures to reconcile more than \$35 billion in annual deposits between the enterprise bank and the STAR system.
 2. Develop, perform and improve procedures to reconcile deposits with multiple entries in STAR which relate to only one deposit entry in the bank and where on deposit in STAR relate to multiple deposits in the bank.
 3. Develop, perform and improve procedures to post agency lockbox entries into STAR. Ensure daily STAR lockbox entries agree with bank deposits tracked through the Enterprise Cash Concentration bank account.
 4. Develop, improve and perform the daily semi-automatic bank reconciliation function within the STAR Cash Management module. Create daily listing of unreconciled items. Research, track and resolve all unreconciled items.
 5. Run daily PS Queries to and identify and document non-posted journal deposits. Work with agency accountants to problem solve and post deposits which are still

outstanding as non-posted. Assist agency accountants to complete budget checking and finalizing the accounting entries.

6. Identify, audit, and process all direct journal deposits in STAR based on the receipt of the deposit at the enterprise bank.
 - a. Monitor the State's bank accounts and match deposits to existing STAR transactions.
 - b. Contact agency accountants with discrepancies and recommend the appropriate resolution.
 - c. Provide training and direction for agency fiscal staff to enter the regular deposit and any chart fields.
7. Identify and research all deposits received at the enterprise bank that have not been recorded in STAR.
 - a. Develop and maintain procedures for identifying the depositor.
 - b. Direct agency accountants in the proper timing and accounting for these deposits in STAR.
8. Follow-up and provide training material for those agencies who are incorrectly combining deposits. Include procedures and instructions on how to enter the agencies' deposits individually.
9. Escalate any unresolved items to the Cash Management Supervisor For follow-up with the agency Financial Manager.

10%

- C. Monitor, audit and approve the Accounts Receivable payment application in STAR.
 1. Develop, run and revise PS queries to identify all Accounts Receivable applied payments.
 2. Track, review and approve all payments that have been preliminarily reconciled between the bank and STAR, and identify those payments where the accounting entries have not been posted to the GL. Assist the pooled accounting team in auditing and posting these deposit accounting entries into STAR.
 3. Work with State agencies to train and prepare correct accounting entries related to applied receivable payments.
 4. Prepare and audit the daily bank report to ensure all payments over \$100 thousand that have been applied in STAR but the accounting entries have not yet been recorded to the GL. Work with Cash Management Supervisor to follow-up with the agency Financial Manager in order to improve timeliness of GL entries which will agree to daily bank deposits.

10%

- D. Document and process fines and forfeiture payments received from circuit courts and Municipalities.
 1. Evaluate, refine and maintain procedures for processing fines and forfeiture payments received from circuit courts and municipalities.

2. Audit and review incoming lockbox payments from the enterprise bank. Post all payments into the Municipal Collection database.
 3. Prepare reports and reconcile activity between the bank and the database to ensure all incoming payments are recorded and supported by documentation.
 4. Compile and present monthly reports on collections for the State Budget Office and the Legislative Fiscal Bureau.
- 5% E. Evaluate, refine and maintain procedures to monitor the accounting template/ZBA process in STAR.
1. Develop procedures to establish accounting templates for the Treasury Services Section.
 2. Review, revise and document daily queries to ensure that all accounting template entries were interfaced correctly from the daily BAI file.
- 5% F. Coordinate the Indemnity Fund pledged deposits received from banks and insurance companies per sections 223.02 and 601.13, Wisconsin Statutes.
1. Advise banks and insurance companies as to which securities may be deposited for pledged accounts to secure trust powers and the procedures necessary to comply with state statutes.
 2. Examine and document all incoming receipts to insure that the statutory guidelines are followed. Confer with banking and insurance regulatory authority before deposits and accepted or released in accordance with state statutes.
 3. Document, maintain and reconcile SCO records with the custodial bank. Prepare periodic mailings and audit control letters.
 4. Prepare the annual GAAP statements for the Indemnity Fund.
- 5% G. Cover for staff shortages and miscellaneous projects at the request of the Cash Management Supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and theories.
- Knowledge of and ability to interpret the State of Wisconsin statutes, federal regulations, and administrative rules.

- Knowledge of the Department of Administrations State Controller's Office accounting practices, procedures, and terminologies including state agency and department policies and procedures dealing with budgeting, accounting, purchasing and the STAR accounting code structure.
- Knowledge and understanding of the life cycle of receipt including agency billings, receipt collections, deposit procedures, bank reporting, receipt recording, general ledger postings to STAR, revenue journal transfers, receipt reconciliations, and year-end financial reporting. Excellent understanding in both the functional and technical aspects of the transaction life cycle.
- Ability to develop policies, procedures and training materials to guide agency management and staff.
- Strong personal computer and business software knowledge and skills in computer applications, automated accounting systems, general ledger financial applications, PeopleSoft STAR system, online bank reporting tools, spreadsheets and document processing manuals.
- Thorough knowledge of STAR and capable of performing queries in the PeopleSoft STAR Accounts Receivable and Cash Management system.
- Strong knowledge, skill and abilities in financial management to create, evaluate, refine and perform monitoring of financial transactions, daily and monthly reconciliations, and receipt postings the PeopleSoft STAR system.
- Excellent understanding of system integration and customer acceptance testing methodologies
- Excellent organization and project management skills with the ability to manage multiple tasks and to handle pressure.
- Extensive problem solving ability and able to make sound, independent decisions and to execute decisions effectively.
- Strong human relations skills, including the ability to develop and maintain effective working relationships with a diversity of people.
- Ability to work independently as well as with at team.
- High level interpersonal verbal and written communication skills including the ability to prepare clear, complete and concise written and oral reports.
- Effective skills in organization, prioritizing, and time management.