

Position Summary:

Working under general supervision, this professional position is responsible for the complex accounting and financial management of the federally funded Weatherization, Low Income Home Energy Assistance (LIHEAP) and related energy grant programs administered by the Department of Administration. Duties include budget, expenditure and contract analysis; preparation of federal reports; fund draws and transfers; assisting program staff and subrecipients with financial management issues; and continued involvement with development and improvements in program tracking computer systems. This position also provides financial management of the Public Benefits Fund, including the preparation of fund condition statements based on complex analysis and calculations. Additional responsibilities include accounting for the Division of Gaming, reconciliation of payroll benefits and State Accounting System grant module maintenance and reporting.

Management of these programs require a high level of complexity which includes applying accounting theories and principles, analysis and interpretation of financial data relative to the programs; comprehensive accounting and financial management; and, development and maintenance of automated accounting systems and reports.

35% A. Provision of comprehensive accounting and financial management for assigned federal grant programs (includes the Weatherization and LIHEAP grant programs as well as any other energy related grants).

- A1. Participate in development of computer systems to accommodate program and reporting requirements and recommend modifications to meet changing program needs. Evaluate technical and procedural changes and identify any system modifications or development necessary to accommodate these requirements; and, identify areas needing improvement and recommend alternatives to management. Process and monitor WHEAP system extractions and interfaces from WIS-WAP to the State Accounting System (STAR).
- A2. Review federal, state and other programmatic regulations to identify changes in financial requirements and evaluate the impact on financial and program functions. Advise management and program staff of effects.
- A3. Develop and maintain analyses of all assigned federal funds to track and monitor expenditures against budget, contract balances and administrative funds. Assist division staff with preparation of annual budgets for program funds and with the development of sub-recipient contracts and amendments.
- A4. Review and analyze monthly State Accounting System general ledger and other reports for assigned appropriations. Reconcile these reports to subsidiary systems and worksheets and prepare necessary correcting entries.
- A5. Prepare monthly FFATA (Federal Funding Accountability & Transparency Act) reports by establishing the amounts of sub awards and by determining any changes to the sub awards for subsequent reports. Distribute reports to the State Budget Office/Federal Reporting in a timely manner.
- A6. Provide technical assistance to program staff on interpretation and clarification of financial management issues to assure compliance with federal and state rules and regulations. Assist program staff in design of new financial forms or

reporting tools and communicate with sub-recipients as needed on financial issues.

- A7. Prepare .complex financial reports necessary to satisfy federal grant reporting requirements and submit to Section Chief for review; develop and prepare financial reports as needed to satisfy program division monitoring and other program management information needs.
- A8. Review Weatherization subgrantee claims and approve for payment in the WIS-WAP system; also review Weatherization closeout reports and resolve issues with subgrantees and program staff.
- A9. Quarterly, calculate allowable federal draw limits for LIHEAP using RMS (Random Moment Sampling) data and evaluate to reported county expenditures; provide analysis to bureau and program area management. Review and process monthly draws as needed for assigned programs and monitor and reconcile Federal Cash Management draws.
- A10. Provide support of year-end closing responsibilities including general ledger review and analysis, correcting entries, review of encumbrances and preparation of required year-end reports for the State Controller's Office and Legislative Audit Bureau.

15% B. Provision of accounting and financial management for the Division of Gaming including Indian Gaming reporting, revenue distributions and closing entries.

- B1. Prepare monthly Revenue Statements for Gaming revenues based on current STAR data; distribute report to management and Gaming staff for inclusion in reports to the Governor and Legislature. Prepare annual Gaming Summary of Revenues, Expenditures and Changes in Program Balances and distribute to management.
- B2. Review and analyze monthly STAR ledgers to determine monthly and annual revenue transfers of Indian Gaming funds to administrative accounts. Also prepare any correcting entries needed.
- B3. Review statutory language for appropriated amounts and agencies for the annual Indian Gaming Statewide Revenue distribution; prepare journal entry and work with other state agency staff to obtain appropriate coding and determine recaptured amounts.
- B4. Provide year-end closing responsibilities for the Division of Gaming including general ledger review and analysis; preparation of statutorily required lapses and transfers of Bingo and Indian Gaming funds, any correcting entries and preparation of required year-end reports for the State Controller's Office and Legislative Audit Bureau.

10% C. Provision of periodic payroll benefit reconciliation and preparation of biweekly payroll leave accounting allocations for the Department and attached agencies; duties to be performed in conjunction with another Senior Accountant.

- C1. Periodically, review the information in STAR using the benefit reconciliation tool to determine exceptions; research issues and prepare accounting entries to correct any discrepancies if necessary. Work with staff in the Central Payroll Section in the State Controller's Office as needed.
- C2. For each biweekly pay period, download the required leave information from STAR and create a pivot table to analyze the information; create journal entries to properly allocate employee leave to the correct accounting distributions.

20% D. Provision of comprehensive accounting and financial management for the Public Benefits Fund managed by the Department of Administration, Division of Energy, Housing and Community Resources.

- D1. Prepare, analyze, interpret and distribute periodic fund condition statements for the Public Benefits fund. Prepare an analysis of utility billings and collections; review and analyze expenditures and obligations to use in the preparation of projected annual expenditures as part of condition reports. Review fiscal reports and discuss issues with program staff to assure most accurate reports.
- D2. Review and analyze State Accounting System financial information monthly for all assigned programs and prepare any correcting documents for inappropriate or incorrect entries.
- D3. Provide support of year-end closing responsibilities including general ledger review and analysis, correcting entries, review of encumbrances and preparation of required year-end reports for the State Controller's Office and Legislative Audit Bureau.

10% E. Coordinate and support department-wide Federal information in the State Accounting System (STAR) and other federal grant management systems and for annual audits performed by the Legislative Audit Bureau (LAB).

- E1. Assist management with resolution of audit findings and responses to audits of the Department by the Legislative Audit Bureau during the annual Single Audit or by federal audit staff for all assigned programs.
- E2. At least annually, review grant information in STAR for all assigned programs and determine if any grants should be closed or need additional steps to achieve closure; work with program staff as needed.
- E3. Provide backup on security access for federal grant reporting systems such as Grants.gov (the federal electronic grant application and reporting system) and

FedConnect (the federal contractor registration portal).

10% F. Provision of technical assistance and support of other accounting and financial management responsibilities for the Department of Administration.

- F1. Attend programmatic conferences, Division of Energy, Housing and Community Resources and Public Benefit staff meetings and other program-related training as needed.
- F2. Assist in the development and improvement of department accounting and financial management systems, processes, and policies as assigned by Bureau management.
- F3. Assist in the analysis and preparation of reports for special projects as assigned by Bureau management.

KNOWLEDGES, SKILLS AND ABILITIES

- In-depth knowledge or experience with interpreting complex financial data, accounts, ledgers and system processes.
- General knowledge of Generally Accepted Accounting Principles.
- Knowledge of federal grant management financial policies and procedures.
- Knowledge of federal cash management policies and procedures.
- Excellent knowledge of and ability to use proficiently, complex business computer applications including spreadsheets, databases, word processing and email.
- Excellent written and oral communication skills.
- Ability to make decisions, apply professional judgement and consider complex factors.
- Ability to establish and maintain effective working relationships with other professionals internal and external to the Department.
- Ability to identify, establish and maintain effective internal controls within complex financial reporting processes.
- Ability to plan, prioritize and complete multiple tasks in a timely manner.
- Ability to research, learn and apply relevant accounting standards, budgetary concepts, Wisconsin Statutes and other sources of information for wide-ranging and complex agency functions and operations.
- Ability to develop and maintain automated financial systems.
- Ability to interpret and analyze financial data.
- Ability to function independently and as a team player.