

Position Description
Revenue Accounting;
Financial Specialist Senior
3/8/2016

Position Summary: Under the general supervision of the General Accounting Supervisor, this position is responsible for all aspects of the Department's revenue accounting of cash receipts; provides Accounts Receivable accounting for the Department by preparing billings and reconciling appropriations; and provides other specific accounting services to DOA and its attached agencies.

- 40% A. Responsible for all aspects of the department's cash receipts (cash, check and credit card) including entering into the financial system. Process customer refund payments.
- A1. Review state bank's website, Singlepoint, for Fleet, Monona Terrace Parking and Gaming raffle license credit card deposit information, the lockbox report and print.
 - A2. Prepare and enter into financial system daily credit card cash receipts (Monona Terrace Parking, Gaming raffle license, and Document Sales).
 - A3. Independently work with and submit to the State Controller's Office (SCO) Cash Management Operations daily cash receipts (with a copy to the Cashier). Resolve any discrepancies.
 - A4. Prepare weekly check cash receipts (deposits) as checks are received and to meet statutory requirements.
 - A5. Process refunds to customers and enter payments into financial system.
 - A6. Process department rebate payments as needed.
- 25% B. Provide financial management support to the Department and its attached agencies by preparation of billings and associated appropriation reconciliation.
- B1. Prepare monthly manual invoices for the Unemployment Insurance billings to agencies.
 - B2. Prepare other manual invoices for the Department and its attached agencies as directed by supervisor or other Bureau of Financial Management staff.
 - B3. Distribute prepared invoices to customers with required backup. Respond to customer questions as needed. Work with Department staff to resolve any problems.
 - B4. Reconcile associated appropriations as required.

- 35% C. Provide accounting support to the General Accounting Unit.
- C1. Prepare payment and general ledger journal entries to state agencies for Publications sold at Document Sales on behalf of the agencies.
 - C2. Process requisitions and associated payments for division and bureau purchases.
 - C3. Process requisitions and associated payments for attached and supported agencies as directed.
 - C4. Prepare journal voucher to distribute political mileage reimbursements
 - C5. Box prior fiscal year records to be sent to the State Record Center. Enter box descriptions I the Record Center website (Versatile); contact Record Center to pick up boxes. Retrieve records as needed for records requests throughout the fiscal year.
 - C6. Mail vendor checks along with remittance documentation. File warrant registers.
 - C7. Perform special accounting projects/assignments as assigned by supervisor or Financial Manager.

KNOWLEDGES, SKILLS AND ABILITIES

- Knowledge of state accounting policies and procedures.
- Knowledge of and familiarity with business computer software, especially word processing, spreadsheet, database, and e-mail applications, along with keyboarding and data entry skills.
- Strong financial and mathematical skills.
- Ability to work with various divisions, departments and the public ensuring compliance with multiple rules, regulations and procedures.
- Strong organizational skills with careful attention to detail.
- Strong customer service skills.
- Ability to establish and maintain effective working relationships.
- Ability to process financial transactions accurately and within prescribed timeframes.
- Excellent written and oral communication skills.
- Ability to demonstrate effective problem-solving and decision-making skills.
- Strong interpersonal communication skills.
- Ability to use adding machine or calculator.
- Ability to use copier, fax and scanner.