Financial Manager – Career Executive Position Number: 014944
Department of Administration
Division of Administrative Services

Position Summary

This position serves as the Controller for the Department of Administration (DOA). Responsibilities include program management, strategic planning; and policy development and implementation. The Controller supervises financial management staff and oversees the accounting operations of DOA, numerous attached boards, councils and commissions, as well as several separate state agencies including: the Governor's Office, Lt. Governor's Office, Office of State Employment Relations, District Attorneys, Judicial Council, Board on People with Developmental Disabilities, Board on Aging and Long Term Care, Office of the Secretary of State, and Office of the State Treasurer. The annual budgets of these entities total nearly $1.1 billion.

This position is responsible for the system of internal controls including maintaining the integrity of financial transactions, pre-audit, procedures, financial reporting, receivables and cash deposits and payments to vendors, state agencies, and aids payments to state and local governments and individuals. In addition, the position represents the agency{s) in interactions with the State Controller's Office, Legislative Audit Bureau, and federal agencies.

The position is well versed in all aspects of governmental accounting, planning and operating aspects of financial systems, GAAP accounting, federal grant accounting and reporting requirements, and adherence to the requirements of Chapter 16 and Chapter 20 of state statutes.

Goals and Work Activities

40% A. MANAGE AND DIRECT ALL ON-GOING ACCOUNTING OPERATIONS

A1. Ensure that department accounting operations are conducted efficiently; evaluate staff workload and realign as necessary.

A2. Ensure accurate and timely production of useful accounting information to department managers, the State Controller's Office, and to the federal government through monthly, quarterly and annual reports and reconciliation actions.

A3. Prepare and submit the biennial statewide indirect cost allocation plan (or annually if required by federal office).

A4. Ensure regular update of DOA's internal control plan.

A5. Ensure follow-up on Single Audit findings, federal queries on department financial information, etc.

A6. Fulfill the department's reporting responsibilities under published GAAP policies and practices.

A7. Provide special accounting support as required to attached boards, commissions, councils or other state agencies including appropriations under s. 20.835, 20.855,20.865, and 20.870, Wis. Stats., and others as needed.

10% B. MANAGE AND PLAN FOR FINANCIAL AND PROGRAM CHANGES

B1. Participate in the planning and implementation of financial, organizational and program changes for legislation affecting the Department.

B2. Create and implement change management strategies and plans to maximize the success of program changes.

B3. Develop success metrics and monitor change progress.

B4. Develop and present financial training for the Department; prepare or direct the preparation of, course materials, teaching approaches, visuals, etc.

25% C. MANAGE THE INTEGRATION OF INTERNAL DEPARTMENT FISCAL SYSTEMS WITH THE STATE ACCOUNTING SYSTEM; OVERSEE ADMINISTRATION OF OTHER MAJOR FINANCIAL SYSTEMS

C1. Represent the department on state financial use groups and State Controller's Office planning activities.

C2. Assist in the development of new and revised management and accounting reports.

C3. Contribute to changes in statewide accounting policies and procedures by giving DOA agency perspective(s).

C4. Train department users on the new or changed chart of accounts, accounts payable and receipt deposit procedures.

C5. Communicate systems and operational policy and procedure changes to section supervisors and staff, DOA managerial personnel and other agencies' financial management as required in administering financial systems.

25% D. SUPERVISE FINANCIAL SUPERVISORS AND PROFESSIONAL ACCOUNTING STAFF

D1. Meet regularly with staff and the bureau director to plan weekly and monthly activities and implement changes to fiscal policies and procedures.

D2. As part of the Bureau's workforce planning efforts, ensure that accounting operations, policies and procedures are sufficiently documented, updated; and maintained.

D3. Provide leadership and direction in identifying and resolving problems which arise during the processing of financial transactions, the preparation of financial reports and other financial activities.

D4. Recruit, train, supervise, evaluate, and retain accounting staff consistent with department goals, policies and best practices. This includes mentoring and coaching staff in employee core competencies.

KNOWLEDGE, SKILLS & ABILITIES

1. Extensive knowledge of governmental accounting.
2. Extensive knowledge of business management and financial principles and techniques appropriate to program objectives.
3. Ability to plan, organize, and direct the activities of professional staff in the administration of agency financial matters.
4. Ability to apply process improvement techniques, including leveraging technology to implement business solutions.
5. Knowledge of supervisory techniques including employee performance monitoring; merit/compensation; disciplinary process; affirmative action/equal opportunity employment and position classification.
6. Knowledge of planning and operating aspects of financial systems.
7. Knowledge of Generally Accepted Accounting Principles (GAAP) and ability to apply these principles in a governmental environment.
8. Knowledge of Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards.
9. Knowledge of and ability to apply federal cost principles as codified in 2 CFR Part 225
10. Knowledge of federal grant accounting and reporting requirements.
11. Ability to adhere to the requirement of Chapter 16 and Chapter 20 of state statutes.
12. Strong oral and written communication skills.
13. Effective presentation skills.
14. In depth knowledge and ability to interpret and analyze complex financial data.
15. Ability to identify, establish and maintain effective internal controls within a complex financial environment.
16. Ability to plan, prioritize and complete multiple tasks in a timely manner.
17. Ability to make logical decisions considering complex factors and professional judgment.
18. Ability to effectively organize large amounts of information in multiple formats.
19. Ability to research, learn and apply relevant accounting standards, budgetary concepts, Wisconsin statutes and administrative rules, and other sources of information to wide-ranging and complex agency functions and operations.
20. Knowledge of policy development and analysis methods and techniques.
21. Ability to establish and maintain effective working relationships with staff both internal and external to the organization.

22. In depth knowledge of, and ability to proficiently use, complex personal computer applications including databases, spreadsheets, word processing, and e-mail.

TRAINING AND EXPERIENCE

1. Graduation from an accredited college or university with an undergraduate degree in accounting or commensurate experience and training.
2. Four years of professional level governmental accounting or auditing experience.
3. CPA or CPA-eligible candidate preferred.