Position Summary:
Under the general supervision of the Department Budget Director, this position performs multiple fiscal related duties critical to the Department. This position is responsible for the management and administration of all departmental purchasing activities and is the liaison with the Department of Administration Consolidated Agency Purchasing Services.

This position is also responsible for managing the receipting program for the Divisions of Corporate and Consumer Services and Banking. The Department is entirely Program Revenue funded, with annual revenue of over $90 million coming from multiple revenue sources. Revenue can be received as checks, cash, ACH, electronic credit cards, e-check, or lockbox. It is extremely important that all revenues be accounted for, coded accurately, and credited to the appropriate program area.

This position also provides accounting support in the areas of travel reimbursement as well as other fiscal assignments.

35%  A. Administration of the Department's Purchasing Program

A1. Serve as the agency's purchasing subject matter expert on all purchasing activities. Provide purchasing consultation to agency staff.

A2. Serve as the liaison to the Department of Administration Consolidated Agency Purchasing Services (CAPS).

A3. Train DFI staff on purchasing rules, bidding requirements, and necessary documentation.

A4. Audit all purchase requisitions for appropriate documentation and determine the appropriate method of procurement.

A5. Research statewide contracts, conduct simplified bids, or use best judgment as necessary to secure appropriate vendor to meet the agency’s purchasing needs.

A6. Serve as the agency’s purchasing contact for all IT consultant contracts through the vendor management service (VMS).

A7. Prepare STAR (the state’s accounting system) transactions to encumber funds, identifying appropriate commodity code, and appropriately allocate costs.

A8. Audit year-end acquisitions to ensure that goods or services can be delivered by the end of the fiscal year.

A9. Review STAR encumbrance balances and make necessary adjusting entries to ensure accuracy of accounting records.


A11. Represent the department and attend monthly State Agency Purchasing Council Meetings.
A12. Coordinate non-delegated bids with DOA CAPS staff.

A13. Update STAR Fixed Asset Module for purchased assets.


A15. Serve as the primary contact for Procurement Audits.

A16. Serve a lead role in project development teams affecting agency purchasing systems, providing subject matter expert advice and recommendations.

A17. Prepare necessary documentation for issuing, submitting, negotiating, and awarding an RFI/RFP (Request for information / Request for Purchase).

A18. Maintain the agency workweb as it applies to purchasing

25%  B. Management of the Division of Corporate and Consumer Services and Division of Banking Revenue Cycles

B1. Manage the process for collecting, coding and depositing $50 million in receipts from a variety of sources and revenue types and using different systems, including for both the Divisions of Corporate and Consumer Services and the Division of Banking.

B2. Work with CCS, Banking, and fiscal staff to coordinate schedules to ensure efficient and timely deposit of funds and processing of documents/filings in accordance with statutory and agency requirements.

B3. Participate actively on project development teams for any new receipting system; provide subject matter expert advice and recommendations for design of the system.

B4. Analyze incoming receipts to determine correct revenue type and revenue source. Record receipt into appropriate revenue system.

B5. Manage the lockbox program for the Division of CCS; act as primary contact with US Bank and DOA Cash Management; resolve lockbox issues; update lockbox instructions as necessary.

B6. Reconcile revenue accounts to STAR and resolve discrepancies; ensure accurate coding of revenue transactions; prepare journal transactions as necessary.

B7. Design and update revenue reports for the agency Budget Director and Departmental management staff, including historical and statistical information.

B8. Monitor refunds of revenue; suggest and implement recommendations to minimize refunds.

B9. Provide for the physical security of cash and checks.

B10. Coordinate the integration of any new revenue types included in budget bills or other legislation.

B11. Document and maintain procedures and train new staff in revenue processing.
C. Processing of Travel Expenses

C1. Audit travel vouchers for compliance with travel schedule amounts, Wisconsin Statute Chapters 16 and 20, and internal policies.

C2. Review travel vouchers to ensure appropriate coding, including identifying taxable and non-taxable travel, travel type, and appropriate appropriation, program, and account codes.

C3. Develop and maintain training materials and provide training to new employees and supervisors on state and agency travel rules and guidelines and STAR entry.

C4. Reconcile and deposit reimbursements from a third party for training and conferences attended by department staff.

D. Purchasing Card Program Accounting

D1. Develop and maintain training materials and provide training to new employees and supervisors on state and agency travel rules and guidelines and STAR entry.

D2. Audit all purchasing card logs for compliance with state statute, rules and departmental guidelines.

D3. Audit account coding to purchasing card purchases to ensure appropriate accounting. Complete STAR transactions.

D4. Assist staff with purchasing card related questions.

D5. Coordinate processing of purchasing card transactions at fiscal year-end to ensure costs are charged to the appropriate fiscal year.

E. Other assignments

E1. Assist in the development of the agency’s fiscal policies and procedures; Prepare and maintain written procedures for the fiscal procedures manual and agency workweb.

E2. Provide back-up and support for other activities

E3. Monitor the credit card phone line and respond to inquiries.

Knowledge and Skills Applied:
1. Knowledge of principles and practices of professional purchasing
2. Knowledge of laws, rules, regulations and procedures of State purchasing
3. Knowledge in using STAR, the state accounting system, and DFI coding structures
4. Knowledge of basic internal control concepts relating to receipting/cashiering and purchasing procedures
5. Knowledge of general Department activities
6. Knowledge of state travel reimbursement policies and regulations
7. Knowledge of state procurement card policies and rules
8. Skill in using other computerized data bases and spreadsheets
9. Skill in working with multiple computer systems
10. Skill in oral and written communications
11. Skill in basic math calculations
12. Skill interpreting laws, rules, and policies