

Position Summary:

This professional position, working under general supervision, is primarily responsible for the complex accounting and financial management functions of the federal HUD HOME Investment Partnerships (HOME) and federal Supportive Housing (SHP) grant programs. The program income received for these grants and their related GPR and PR-S funded programs are administered by the Department of Administration. Supportive Housing (SHP) includes: Federal - HUD Emergency Solutions Grants (HESG), HUD Housing Opportunities for People With AIDS (HOPWA), HUD Shelter Plus Care (SPC) and DHHS Project to Assist Transitional Homelessness (PATH); State GPR - PATH match, Shelter Subsidy Grants (SSSG), Transitional Housing Program (THP); and State PR-S Interest Bearing Real Estate Trust Accounts (IBRETA), Housing Conference accounts and Wisconsin Fresh Start (WFS) accounts.

Management of these programs includes applying accounting theories and principles to complex federally regulated programs; analysis and interpretation of financial data relative to these programs; development and maintenance of automated accounting systems; establishing and maintaining financial ledgers, accounts and records within automated financial systems; allocating revenues and expenses among funds; reconciling agency accounts on a monthly basis to the State and federal disbursement systems; and providing reports and analysis to assist with Department program management decisions.

65% A. Develop, analyze, maintain, manage and reconcile federal and State grant tracking and accounting systems; develop and monitor budget controls and processes, and providing fiscal support for the HOME and SHP programs administered by the Department.

- A1. Provide financial information that allows for full accounting and budget control of all HOME and SHP grant funds and assist the Department in grant and contract management activities. This includes documenting all required accounting information using the State Accounting system and its controls; providing budget control using the State budget and grant system in conjunction with Federal systems; and development and maintenance of account schedules and tracking methods for annual HOME and SHP federal and State authorizations, Department allocations of those funds, and Department awards.
- A2. Develop and maintain microcomputer financial analyses to accommodate program information needs and reporting requirements and to recommend modifications to meet changing program needs and regulations.
- A3. Provide cost allocations among programs and units to insure adherence to grant limits. Provide recommendations and analysis to assist the Department in timely and complete use of available funds for authorized uses.
- A4. Management of federal HOME, HESG and HOPWA grants on the federal database IDIS (Integrated Disbursement and Information System) or other systems as determined by the federal agencies. HOME management includes: establishing and maintaining of sub-funds and sub-grants to comply with federal funding source and to agree with State accounting records; recording Program Income as it is received by the State; and allocating portions of program income to be used as State Administrative funds. HESG management includes monitoring compliance with funding use restrictions.
- A5. Management of the NSP and Disaster grants using DRGR or other systems as the federal agencies may determine, recording grantee reported Program Income and Program Income expenditures.

- A6. Reconcile federal grant tracking with federal reports and systems, as needed for each program. Review and evaluate federal and State regulations to identify changes in financial reporting and controls and to advise management and program staff of effects.
- A7. Develop and maintain subsidiary analyses of all sub-recipient contracts and State administrative funds to track and monitor authorized funding and expenditures and contract balances.
- A8. Review and analyze monthly STAR (State Accounting System) reports for assigned appropriations and programs. Reconcile all related Departmental financial systems to the STAR System and complete necessary correcting transactions.
- A9. Prepare FFATA (Federal Funding Accountability & Transparency Act) reports by establishing the amounts of sub awards and determining any changes to sub awards for subsequent periods. Distribute reports to the State Budget Office/Federal Reporting in a timely manner.
- A10. Provide technical assistance to program staff in the review and monitoring of sub-recipient contracts for compliance with federal, State, and program rules and regulations.

15% B. Review of complex sub-recipient reports, approval of sub-recipient reimbursement requests, and analysis of cash requirements for the HOME and SHP programs. The specific requirements of the HOME and SHP programs prevent using the DOA Cash Management System for federal draws.

- B1. Review requisitions and contracts for assigned grants for compliance with plan totals and approve in state accounting system.
- B2. Review and analyze financial reports and supporting documentation submitted by HOME and SHP sub-recipients and program staff. Identify and coordinate resolution of inaccuracies, inconsistencies, and financial compliance issues.
- B3. Review and authorize payment requests from sub-recipients as needed, and update and maintain subsidiary tracking analyses.
- B4. Analyze HOME program cash requirements monthly and perform the necessary steps to draw federal and/or agency funds. This includes drawing grant funds by sub-fund and sub-grantee activities and projects.
- B5. Analyze the SHP programs cash requirements monthly. Identify and coordinate resolution of inaccuracies for HESG and HOPWA federal draws created by program staff. Perform necessary steps to complete draw of all federal SHP funds via the appropriate federal draw system.
- B6. Review HOME sub-recipient completion and closeout reports, and identify and coordinate resolution of inaccuracies, inconsistencies, and contract compliance issues with program staff.

10% C. Provision of analysis, technical assistance and training on financial requirements and procedures.

- C1. Provide the program staff with financial information and analysis necessary to operate the HOME and SHP programs within federal requirements. Review proposed policy changes and new program initiatives, as requested, to assure financial policy is properly stated.
- C2. Attend periodic meetings with program staff to provide technical assistance and analysis of the financial condition of the HOME and SHP programs.

5% D. Preparation of financial reports and other communications for the HOME and SHP programs.

- D1. Prepare all financial reports necessary to satisfy federal reporting requirements and submit to the Department Chief Accountant for review.
- D2. Provide various financial reports to program staff and HOME and SHP field monitors necessary to satisfy program monitoring and program management information needs.
- D3. Assist program staff in maintaining manual instructions and designing new forms or report formats as needed.
- D4. Communicate with program staff and sub-recipients to interpret or clarify financial management issues as needed.

5% E. Provision of technical assistance and support for other accounting and financial management responsibilities of the work unit.

- E1. Assist program staff and sub-recipients with accounting, financial management, and other contract administration matters.
- E2. Attend programmatic conferences and program related training and meetings as needed.
- E3. Fulfill year-end State accounting responsibilities for assigned programs and appropriations; this includes providing information for the Department to meet the requirements of State GAAP reporting.
- E4. Assist management with resolution and responses to audits of assigned programs by the Legislative Audit Bureau or by federal audit staff.
- E5. Participate in the development of new systems, policies, and procedures and special unit projects as directed.

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.