

Position Description
Accountant – Journey
Treasury Analyst

POSITION SUMMARY

Under the general supervision of the Treasury Services Supervisor, this position supports the Enterprise Electronic Lockbox Services program, which state agencies use to receive more than 1.5 million online payments each year. The position coordinates new implementations and application changes, assists agencies with financial reconciliation, and provides initial troubleshooting assistance so that problems can be routed to the appropriate area. The position also assists state agencies in establishing and maintaining credit/debit card merchant accounts. This includes establishing new merchant accounts for payments received online and at the point of sale.

This position also provides secondary backup for the Federal Cash Management (FCM) subsystem, including the daily, consolidated federal payment request process. This ensures the timely transfer of approximately \$9 billion annually, from the Federal government to approximately 15 state agencies.

This position performs all tasks related to the official recordkeeping for the State's bond issuances, including maintaining the State's official database use to transmit semi-annual debt service payment information to the State's paying agent.

This position coordinates statewide compliance with the Payment Card Industry standards, so that agencies are aware of the correct procedures to use when handling sensitive cardholder information used in the processing of credit/debit card payments.

Time
45%

Goals and Worker Activities

A. Support the Enterprise Electronic Lockbox Services program.

1. Coordinate agency requests for new applications.
 - a. Receive new application requests from the agencies, and help them determine the most effective payment methods and convenience fee model.
 - b. Based on selected payment methods, forward State Implementation Questionnaire to the agency.
 - c. Monitor and control the set-up of any new merchant accounts and bank accounts.
 - d. Coordinate the launch of new electronic lockbox applications.
2. Perform the initial troubleshooting of e-payment problems reported by agencies or Payers and route to the appropriate area.
3. Develop and maintain procedures for reconciling electronic lockbox applications to the State's financial records. Provide reconciliation training for state agency financial staff. Assist agency financial staff in performing the initial financial reconciliations.
4. Act as the Enterprise Lockbox Services Security Officer. Coordinate the development and maintenance of security access roles. Establish organization hierarchies for groups of

applications. Establish administrative users.

5. Prepare and maintain all supporting documentation for the Electronic Lockbox Services program. Post documentation to the State Controller's Office website.

10% B. Establish and maintain credit/debit card merchant accounts.

1. Receive requests for new point of sale and electronic lockbox credit/debit card applications.
2. Coordinate the completion of merchant account set-up forms using statewide standards.
3. Submit request forms and monitor establishment of new merchant accounts.
4. Maintain statewide database of all merchant accounts.
5. Perform monthly review of all merchant fees to ensure that any significant changes are in accordance with the contract terms.
6. Review the monthly merchant fee invoices for the DOT-State Patrol and DNR-Wardens, and submit for payment.
7. Maintain statewide volume information.

10% C. Perform secondary backup support for the Federal Cash Management System.

1. Perform the daily federal consolidated federal cash request through the federal payment systems.
 - a. Download federal grant expenditure, revenue and charge transactions and process against FCM database.
 - b. Analyze the daily Available to Draw Report and prepare federal cash requests.
 - c. Reconcile the federal cash requests to the daily federal cash draw report.
 - d. Initiate federal cash requests through the appropriate federal payment systems.
 - e. Key cash request entries into the FCM database. Reconcile draw entries to database files.
 - f. Create JV and CR upload batches for grant revenues and cash deposits. Transfer upload files to the host. Verify transfers.
 - g. Monitor federal payment systems for grant authorizations.
 - h. Prepare and distribute monthly FCM grant reports.

2. Analyze and reconcile daily FCM transactions.
 - a. Reconcile daily federal grant expenditure, charge and revenue transactions extracted from WiSMART to the FCM database files.
 - b. Analyze and reprocess outstanding federal grant exception and overdraft transactions.
 - c. Calculate adjustments to federal cash requests based upon the Cash Management Improvement Act (CMIA) Treasury/State Agreement (TSA).
 - d. Analyze the daily federal grant charges and expenditures for CMIA programs for compliance with the TSA.
 - e. Receive database maintenance transactions from state agencies. Update FCM tables. Provide consulting to state agencies on maintenance problems and recommend the appropriate corrective entries.
 - f. Monitor and resolve grant overdrafts.

10% D. Maintain the official records for the State's bond issues and coordinate all activities with the State's paying agent, the Depository Trust and Clearing Corporation (DTCC).

1. Ensure that all Put, Call, Refunding and Defeasance transactions are correctly recorded within the DARS database by issue and CUSIP.
2. Prepare all wire transfers for periodic Call transactions.
3. Work with the Capital Finance Office to ensure that all refunding and advance refunding issuances are accurately recorded within the DARS database.
4. Work with the Capital Accounting Section and the Capital Finance Office to prepare the May 1st and November 1st debt service repayment files and wire transfers.
5. Ensure the transfer of each file to DTCC approximately 7 business days prior to the semi-annual payment dates. Confirm the amounts to be received from the escrow agents approximately one week prior to the payment date. Inform the cash manager of the net cash outflow approximately 10 days prior to the semi-annual payment dates.

10% E. Perform the System Administrator functions for the online banking system provided by the Enterprise Bank.

1. Establish new users at the request of the state agency Financial Manager, and to correspond with new electronic lockbox, remote deposit and other applications.

2. Ensure that users are only provided access per internal control policies.
3. Maintain voice wire transfer authorities. Coordinate semi-annual confirmation of wire transfer authority with the appropriate agencies.
4. Approve daily wire transfer requests made by the enterprise cash manager position, and the Local Government Investment Pool Administrator.

10% F. Coordinate the statewide compliance with the Payment Card Industry Data Security Standards (PCIDSS).

1. Develop MOUs that define a standard set of compliance procedures.
2. Establish compliance groupings within the Trustwave system.
3. Complete PCI questionnaires for the central groupings.
4. Distribute online training updates to the agencies.

5% G. Enterprise Cash Management Internal Control Plan.

1. Assist with the development and maintenance of the Enterprise Cash Management Internal Control Plan.

Knowledge, Skills, and Abilities:

- Demonstrated ability to complete a complex, multi-task process within a daily deadline.
- Demonstrated ability to understand the flow of electronic information through a business system.
- Knowledge of, and ability to apply, Generally Accepted Accounting Principles.
- Knowledge of, and ability to apply, Generally Accepted Auditing Standards.
- Ability to interpret the State of Wisconsin statutes, federal regulations, and administrative rules.
- Ability to develop policies, procedures and training materials to guide agency management and staff.
- Strong personal computer and business software knowledge and skills in computer applications, automated accounting systems, general ledger financial applications.
- Extensive problem solving ability and ability to make sound, independent decisions and to execute decisions effectively.
- Strong human relations skills, including the ability to develop and maintain effective working relationships with a diversity of people.
- Ability to work independently as well as with at team.
- High level interpersonal verbal and written communication skills, including the ability to prepare clear, complete and concise written and oral reports.
- Effective skills in organization, prioritizing, and time management.

