

DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF ADMINISTRATIVE SERVICES AND TECHNOLOGY
POSITION DESCRIPTION

ACCOUNTANT - SENIOR

Position Summary:

Under the general supervision of the Department Budget Director, perform accounting functions for all programs and provide financial management services for the Department of Financial Institutions and the Office of Credit Unions. This position is responsible for the accounting for 19 organizational units totaling over \$80 million in annual revenue. The Department is entirely program revenue funded with multiple program areas, so it is critical that revenue and expenditures be appropriately accounted for.

This position is responsible for the high level oversight of the receipting and cash management functions for the Department, including the development of policies and procedures to ensure appropriate internal controls are in place for the safeguard of assets.

This position is the primary fiscal contact for the development and implementation of new accounting systems and applications, including the Enterprise Receipting system to be used throughout the Department and the STAR application. The position is also the primary contact for all e-commerce initiatives in the agency.

In addition, this position is responsible for the facilitation and development of both of both annual operating budgets and the biennial budget request.

30% Goal A: Performance of a wide variety of accounting and reporting services for the Department to ensure appropriate recording and reporting of financial transactions for the revenue cycle.

- A1. Provide oversight of the receipting processes for the Department. Serve as the liaison to the Department of Administration Cash Management Bureau.
- A2. Develop agency fiscal policy and procedures to incorporate appropriate internal control mechanisms. Prepare and maintain written procedures and ensure current information is accessible on the agency workweb and Fiscal directory.
- A3. Lead the e-commerce program for the Department. Serve as the liaison with IT, DOA, program area staff and vendors. Reconcile accounts and analyze issues and problems to resolve in appropriate manner.

- A4. Act as fiscal contact for revenue systems development projects including system analysis and design for the comprehensive Enterprise Receipting System.
- A5. Ensure newly acquired programs are appropriately accounted for, in accordance with state statutes and accounting standards.
- A6. Develop and maintain statutory history and reference data on hundreds of revenue sources used by the Department including information on individual fee levels, the history of fee changes, cross state comparisons and impact on expected revenues associated with proposed changes.
- A7. Oversee and coordinate the completion of monthly reconciliations between STAR and multiple agency systems.
- A8. Initiate and manage courier contracts for delivery of receipts and other documents to the Department of Administration and return of checks.
- A9. Coordinate the year-end process to ensure transactions are recorded in the appropriate fiscal year.
- A10. Analyze historical revenue and conduct studies to determine appropriateness of fees and effect on departmental revenue.
- A11. Review and approve refunds of revenue processed through the Work Queue.

30% Goal B: Performance of a wide variety of accounting and reporting services for the Department to ensure appropriate recording and reporting of financial transactions in the State's financial statements and other accounting-related activity

- B1. Act as fiscal contact for statewide and departmental systems development projects, including the Enterprise Resource Planning project and Lean Projects identified by the Department.
- B2. Develop supporting documentation and prepare accounting entries to convert the agency financial records to comply with generally accepted accounting principles (GAAP) as required by the Department of Administration State Controllers' Office.

- B3. Maintain a working knowledge of all accounting and fiscal related activities for the Department and provide advice and counsel to other fiscal bureau staff and program areas.
- B4. Prepare and update agency Internal Control Plan as required by the Department of Administration and conduct annual review and analysis. Report any findings of weaknesses to senior level management.
- B5. Reconcile payroll and other balance sheet account balances to identify mismatches and errors. Work with DOA Payroll staff to resolve differences and prepare adjusting entries as needed.
- B6. Administer the contingent fund and petty cash accounts for the Department. Conduct audits of the accounts and annually complete certification for the Department of Administration.
- B7. Review all requests for refunds of expenditure. Verify appropriateness within State Controller's Office guidelines.
- B8. Compile data and prepare sales and use tax report; review and keep current on IRS and DOR laws and ruling updates.
- B9. Audit and approve travel vouchers to ensure appropriate reimbursement to employees in compliance with travel schedule amounts, bargaining agreements, Wisconsin Statute Chapters 16 and 20, and internal policies.
- B10. Train Department employees on the State rules and regulations pertaining to travel, as outlined in the State Accounting Manual. Train employees how to seek expense reimbursement through STAR.
- B11. Conduct audits and prepare reports on the activities of the agency procurement card program. Provide recommendations to improve the program and ensure compliance with state laws, rules and guidelines.
- B12. Act as the Procurement Card Administrator for the Department. Train and oversee employees of the Department to ensure the proper use, rules are in compliance with the State Procurement Card Manual. Train employees how to reconcile transactions in STAR.
- B 13. Prepare and monitor month-end and year-end transactions to ensure transactions are recorded in the appropriate fiscal year in accordance with accounting principles.

30% Goal C. Provision of Agency Budget Development and Monitoring

- C1. Facilitate the preparation and analysis of agency operating budgets for each of the 19 different program areas.
- C2. Annually establish bank, savings institution and credit union

examination and assessment fees to comply with statutory requirements.

- C3. Maintain a working knowledge of the State/Agency budget process and related functions.
- C4. Support the Budget Director in the preparation of the biennial budget, including development of standard budget adjustments. Ensure proper upload and presentation using the Budget Sharepoint site.
- C5. Conduct data analysis to prepare estimates of both revenue and expenditures to support budget proposals.

10% Goal D. Provide back-up and support for budget and fiscal related activities.

- D1. Provide back-up to the Bureau Director for fiscal estimates and legislative information requests.
- D2. Provide a back-up resource for a wide range of fiscal activities including the approval of payments and purchase orders.
- D3. Provide back-up and support for processing and deposit of revenue.

Knowledge Skills & Abilities

1. Knowledge of generally accepted accounting principles (GAAP)
2. Knowledge of professional accounting principles and practices
3. Knowledge of cash management practices
4. Knowledge of data analysis techniques
5. Knowledge of statutory research techniques
6. Knowledge of state budget process
7. Knowledge of STAR, the state's accounting system
8. Knowledge of Microsoft Office applications, with advanced Excel proficiency
9. Knowledge of Sharepoint software
10. Ability to communicate effectively
11. Ability to use and learn computer software and applications