

POSITION SUMMARY

This position functions as Lead Worker in the Division of Trust Finance under the general supervision of the Financial Compliance Bureau Director. This advanced level position is responsible for performing accounting and financial reporting functions for the Wisconsin Retirement System (WRS) as well as other employee benefit plans administered by the Employee Trust Fund, this encompasses over 12 GAAP funds that include fiduciary and proprietary fund types. This position serves as Lead Worker for the WRS which entails planning, guiding, and reviewing the work of accounting staff who have primary accounting responsibilities for the WRS.

This position is responsible for independently performing the most complex financial calculations; managing and maintaining multiple accounting systems for the benefit plans and administrative operations of the Department; and the development and preparation of stand-alone departmental financial statements in accordance with GAAP. This position is also actively involved in the analysis, development, and implementation of procedures to ensure the most efficient, effective, and economical implementation of work plans and/or procedures.

GOALS AND WORKER ACTIVITIES

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| 40% | Goal A: | Performance of Lead Worker duties and responsibilities for the accounting and financial reporting of the WRS. Provision of expert technical assistance to staff and management. |
| | Worker Activity | |
| | A.1 | Plan and guide the activities of staff members. Delegate assignments to staff under direction of the Financial Management Supervisor. |
| | A.2 | Train and audit the work of staff as directed. Monitor progress of assigned trainee(s), respond to questions, and keep management informed of any concerns and/or problems. Recommend improvements to section training plans. |
| | A.3 | Monitor staff for performance, meeting guidelines and adherence to policies and procedures. |
| | A.4 | Provide training on new/changing procedures to affected staff within and outside the Section as directed. |
| | A.5 | Provide guidance to and review the work of other accountants. |
| | A.6 | Resolve complex team member questions on financial calculations, reconciliations, related processes, and the preparation of financial statements. |
| 35% | Goal B: | Execution of the most complex accounting functions for the WRS and other employee benefit plans including leading the preparation of the Department's Annual Comprehensive Financial Report (ACFR) as well as financial data for inclusion in the State's ACFR. |
| | Worker Activity | |
| | B.1 | Analyze revenue, expense, and reserve accounts to prepare accrual, adjusting and closing journal entries. |

- B.2 Identify and analyze changes in participant and employer reserves to prepare monthly and year end adjusting journal vouchers and reserve statements.
- B.3 Pre-audit journal transactions, including the most complex transactions, prior to final approval by management.
- B.4 Prepare annual financial statements, including Statement of Net Position, Statement of Revenues, Expenses and Changes in Fund Net Position, Statement of Cash Flow, and appropriate footnote disclosures, in accordance with Generally Accepted Accounting Principles.
- B.5 Research and resolve accounting discrepancies and irregularities.
- B.6 Perform variance analysis and prepare account reconciliations.
- B.7 Lead the year-end close process.
- B.8 Complete assigned sections of the ACFR by collecting, analyzing, and summarizing account information.
- B.9 Lead work and communication with the State of Wisconsin Investment Board (SWIB) for inclusion of investment related information in the Department's ACFR.
- B.10 Evaluate reporting changes to address new GASB pronouncements, changes implemented by ETF leadership or legislative mandates.
- B.11 Research, interpret and lead implementation of new accounting standards.
- B.12 Maintain chart of accounts.
- B.13 Provide external audit support. Prepare or coordinate the preparation of auditor requested material.
- B.14 Coordinate the typesetting, printing, and distribution of the ACFR.

10% GOAL C: Preparation of financial reporting for employers of the WRS and other employee benefit programs.

Worker
Activity

- C.1 Prepare annual schedules and reports related to the WRS and other employee benefit programs to enable employers with their financial reporting requirements in accordance with GAAP.
- C.2 Serve as a point of contact for employer inquiries regarding schedules and reports provided.
- C.3 Coordinate the distribution of financial data to employers working with other business units as needed.

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- 10% GOAL D: Lead policy/process reviews and implementation of policy decisions, process changes, and action plans within DTF and other organizational units.
- Worker Activity
- D.1 Develop, maintain and/or review complex fiscal policies and procedures.
 - D.2 Represent section/bureau operations in policy/process review exercises and business re-engineering discussions.
 - D.3 Lead analysis of risks and internal controls related to the Division of Trust Finance financial processes.
 - D.4 Recommend changes to process and controls as needed to mitigate the risk of errors or discrepancies and to ensure accuracy.
 - D.5 Anticipate and provide solutions to complex business or operations problems. Identify opportunities for improvements in section/bureau processes, changes needed to implement business re-engineering and/or strategic plan objectives, and proposed statutory and administrative code language changes to enhance service and efficiency. Collect input from affected stakeholders. Evaluate alternatives, develop conclusions, and make recommendations.
- 5% GOAL E Performance of work-related assignments.
- Worker Activity
- E.1 Participate in management conferences involving fiscal operations and policies.
 - E.2 Consult with actuary on unusual and/or complex matters.
 - E.3 Respond to the most complex financial related questions.
 - E.4 Assist in the maintenance of the Department’s Internal Control Plan.

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KNOWLEDGE, SKILLS, AND ABILITIES

1. Effective written and oral communication skills.
2. Effective planning and organizational skills.
3. Full knowledge of and demonstrated ability working with State accounting system.
4. Advanced knowledge of Generally Accepted Accounting Principles applicable to state and local governments and principles applicable to trust funds.
5. Advanced knowledge of the principles of internal control.
6. Knowledge of actuarial theory and methods as applied to employee benefit plans.
7. Strong analysis and data gathering techniques.
8. Ability to identify and assess risks and evaluate financial internal controls to mitigate such risks. Ability to develop, maintain and monitor sound internal controls.
9. Strong ability to analyze, research and interpret complex financial standards.
10. Ability to develop financial policies and procedures.
11. Ability to effectively lead, guide and coordinate work of staff.
12. Ability to develop and maintain a work climate that encourages cooperation and teamwork.
13. Ability to analyze facts and problems, infer and decide on potential and appropriate solutions.
14. Project management skills.
15. Intermediate skill in the use of computers and software systems and programs (e.g., Microsoft Office, etc.).
16. Advanced Excel skills such as pivot tables and pivot reporting, data set analysis, advanced formulas, and VLOOKUP.
17. Ability to understand and comply with all ETF and enterprise standards, policies, processes, and procedures.
18. Leadership skills.
19. Ability to work independently and collaboratively as part of a team.