

**POSITION SUMMARY**

This position works under the general supervision of the Deputy Administrator in the Division of Trust Finance (DTF). This position is responsible for leading DTF and its partners in interpreting and analyzing DTF’s financial risk and compliance to maintain a framework that mitigates financial risk. This position is responsible for independently understanding, documenting and analyzing the effectiveness of DTF’s financial risk assessment strategies. This position will lead and manage DTF’s risk assessment efforts and will be responsible for developing, maintaining and continuously improving DTF’s risk management framework.

This position is also responsible for independently performing and evaluating accounting and financial reporting functions for the Wisconsin Retirement System (WRS) as well as other employee benefit plans administered by the Employee Trust Fund (ETF). This encompasses more than 10 GAAP funds which are reported as either Fiduciary or Proprietary funds.

The WRS is a multi-employer cost sharing public employee retirement system serving approximately 1,500 state and local employers and over 600,000 members.

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:         | Lead the development, implementation, maintenance, communications of, and continuous improvement of DTF’s financial risk assessment program.   |
|     | Worker Activity |  |
|     | A.1             | Oversee the development and implementation of DTF’s financial risk assessment processes, policies, standard and procedures designed to monitor, report and continuously improve DTF’s financial risk assessment process. |
|     | A.2             | Lead risk-based analyses of DTF’s identified and anticipated financial vulnerabilities and use the analysis to recommend changes to processes and controls to mitigate identified risks and improve efficiencies.        |
|     | A.3             | Lead DTF operations in policy/process review exercises and business re-engineering discussions.  |
|     | A.4             | Manage financial risk assessment efforts for DTF, to include communication, scheduling, facilitation and tracking of progress.   |
|     | A.5             | Initiate and maintain collaborative, productive working relationships with DTF personnel and assist them in integrating the risk assessment process into their business activities.                                      |

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- A.6 Plan, develop, communicate, implement and maintain a DTF-wide process for implementing financial strategies, policies, standards, procedures and guidelines.
- A.7 Work to maintain and continuously improve ETFs financial risk assessment processes and documentation.
- A.8 Assist Deputy Administrator in collaborating with staff throughout the Department to review and maintain the Department’s internal control plan.
- A.9 Develop and implement educational programs addressing financial risks and internal controls.

30%    Goal B:    Execution of the most complex accounting functions for the WRS and other employee benefit plans. These activities contribute to the production of the Department’s Comprehensive Annual Financial Report (CAFR) and additional reports.

Worker  
Activity

- B.1 Analyze revenue, expense and reserve accounts in order to prepare accrual, adjusting and closing journal entries for inclusion in the CAFR.
- B.2 Identify and analyze changes in participant and employer reserves in order to prepare monthly and year end adjusting journal vouchers for inclusion in the CAFR.
- B.3 Research, prepare and/or pre-audit journal transactions, including the most complex transactions, prior to final approval by management. This includes both reoccurring and ad hoc journals. Journal transactions may include investment, actuarial, consolidating, accrual, and correcting entries.
- B.4 Research and resolve accounting discrepancies and irregularities to ensure accurate CAFR reporting.
- B.5 Perform variance analysis, investigating the difference in expected to actual results and/or year over year changes, and prepare account reconciliations. This includes: identifying the variance for the program, creating the reconciliation for the program, explaining the basis of the variances, etc.
- B.6 Review accounting standards and make recommendations for changes in order to ensure compliance with GAAP.
- B.7 Research, interpret and lead implementation of new accounting standards.

15%    GOAL C:    Preparation, analysis and interpretation of a variety of complex financial reports supporting management's policy, program development and program funding evaluation.

Worker  
Activity

- C.1 Prepare periodic complex financial status reports for the DOA, actuary, program participants or agency managers. Examples may include: reserve

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statements, employer schedules, and program specific reports used by management for decision making purposes.

- C.2 Prepare annual financial and statistical reports with analysis of trends and variances.
- C.3 Develop ad hoc complex financial reports and analyses as requested for agency managers, DOA, the actuary, oversight boards, legislative committees, and other interested parties.
- C.4 Identify and recommend enhancements to the form and content of existing financial reports.

10% GOAL D: Preparation of the Department's CAFR.  
 Worker Activity

- D.1 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.
- D.2 Complete assigned sections of the CAFR by collecting, analyzing and summarizing account information.
- D.3 Lead the effort to research and respond to audit inquiries.
- D.4 Review and audit sections of the CAFR prepared by senior Accountants.
- D.5 Review assigned parts of the CAFR, as well as those prepared by senior Accountants, for implications to other parts of the CAFR, statues, policies and/or processes.

5% GOAL E Performance of other 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 matter.
- E.3 Respond to the most complex financial related questions.
- E.4 Train and audit work of other staff.

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**SPECIAL REQUIREMENTS**

Certified Public Accountant Certification preferred at time of hire. Prior audit experience required, preferably with government pension and other employee benefit programs.

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Effective written and oral communication skills.
2. Effective planning and organizational skills.
3. Ability to identify and assess risks and evaluate financial internal controls to mitigate such risks.
4. Ability to develop, maintain and monitor sound internal controls.
5. Advanced knowledge of the principles of internal control.
6. Strong analysis and data gathering techniques.
7. Ability to develop financial policies and procedures.
8. Ability to analyze facts and problems, infer and decide on potential and appropriate solutions.
9. Ability to develop and maintain a work climate that encourages cooperation and teamwork.
10. Full knowledge of and demonstrated ability working with State accounting system.
11. Advanced knowledge of Generally Accepted Accounting Principles applicable to state and local governments and principles applicable to trust funds.
12. Knowledge of actuarial theory and methods as applied to employee benefit plans.
13. Strong ability to analyze, research and interpret complex financial standards.
14. Ability to use complex and sophisticated personal computer based software systems (e.g., Microsoft Windows application such as Word, Excel, PowerPoint, Etc.).
15. Ability to understand and comply with all ETF and enterprise security standards, policies, processes and procedures.
16. Knowledge of risk management principles and practices, including risk frameworks, risk appetite and tolerance levels, risk assessment, risk monitoring and reporting.
17. Experience developing and leading teams through risk analysis, internal control analysis and operational risk heat map assessments.