

POSITION SUMMARY

Under the general supervision of the Financial Management Supervisor within the Division of Trust Finance, Retirement Accounting Bureau, this position is responsible for performing accounting functions for the Wisconsin Retirement System (WRS) and other employee programs. The position ensures proper integration of these programs with ETF benefit related systems and the state-wide accounting system. This includes reconciliation of accounts across multiple sources and systems, appropriations, funds, subledgers and completing general ledger entries in accordance with Generally Accepted Accounting Principles (GAAP), the Wisconsin Accounting Manual, state statutes and administrative code that govern ETF benefit programs, and applicable contract language.

This position is responsible for various contribution system processing and reconciling activities, including receipts and provider payments, processing and auditing employee-paid additional contributions and late reported earnings offsets/write-offs, WRS member account adjustments, and annual processing tasks and functions. This position assists in maintaining the retirement totals control system and processing and accounting for benefit and adjustment loads to the retirement system. This position is also responsible for reviewing functions as assigned for efficiency and effectiveness as well as for reviewing and recommending internal controls.

GOALS AND WORKER ACTIVITIES

35% GOAL A: Performance of accounting functions for the WRS and related programs in accordance with GAAP

- A.1 Reconcile data posted to the retirement employer system to monthly receipt remittance totals.
- A.2 Analyze inter/intra fund allocations and correct the accounting distribution of lock-box deposits.
- A.3 Analyze miscellaneous employee receipts to prepare monthly adjusting journal entries and updates to participant accounts.
- A.4 Reconcile revenue accounts to contributions loaded to participant accounts.
- A.5 Reconcile additional contribution and service purchase revenue account and prepare monthly and year-end inter/intra fund allocation entries to move revenue from the clearing account to the applicable revenue account.
- A.6 Respond to employer inquiries relating to retirement contributions.
- A.7 Invoice employers for payments; reconcile employers' contributions to their monthly liability, and prepare special invoices or refunds, as required.

20% GOAL B: Performance of accounting functions for additional contributions in accordance with GAAP.

- B.1 Receive and record additional contributions from both employees and employers, verifying eligibility and providing accurate financial coding.
- B.2 Audit employee paid additional contributions for compliance and ensure funds are correctly loaded to member accounts.
- B.3 Prepare and process member account adjustments for refunds for non-eligible contributions, including creation of voucher for payment.
- B.4 Analyze employee and employer receipts to prepare monthly adjusting journal entries and updates to participant accounts.
- B.5 Reconcile revenue accounts to contributions loaded to participant accounts. Create and

process adjusting journal entries as needed.

B.6 Maintain all procedure and process documentation for the additional contributions program.

20% GOAL C: Performance of accounting functions for member service purchases.

- C.1 Process member and plan-to plan service purchases. Coordinate processing with other ETF units, including follow up with members for non-receipt of required payments. Back up the service purchase load process to add both the funds and purchased service to member accounts.
- C.2 Perform audits of service purchase applications and payments (including forfeited, qualifying, and other governmental service) for completeness, accuracy and compliance with statutes, rules, and guidelines.
- C.3 Reconcile service purchase database to the service purchase deposit register spreadsheet at least monthly.
- C.4 Generate standard and ad-hoc statistical reports for management review from the service purchase application database.
- C.5 Audit member accounts for completed service purchases to ensure that accounts were updated correctly.
- C.6 Process refunds of payments and transfers of additional contribution funds to member's accounts for service purchases.

10% GOAL D: Review of select accounting processes and functions.

- D.1 Assist in the review of selected processes for efficiency, effectiveness and appropriate controls.
- D.2 As assigned, develop recommendations for improvements to existing processes to achieve management goals.
- D.3 Assist in the development of implementation plans for compliance with GAAP.
- D.4 As assigned, document procedures.
- D.5 Assist with the design and testing of accounting procedures.
- D.6 Participate in the design, development, testing and implementation of departmental management information systems.
- D.7 Assist with developing and maintaining central location for WRS employer functions and procedures.

10% GOAL E: Research and preparation of general ledger entries to accurately reflect WEBS accounts in the financial statements.

- E.1 Independently analyze accounts in the WEBS database that are referred to DTF or are on various program edit reports for adjustment and prepare/audit adjustment forms to correct the accounts.
- E.2 Prepare and audit adjustments to write-off (40.08 (7)) amounts on participant and alternate payee accounts, accounts identified by the various non-compare programs, and accounts transferring from the variable to core fund.
- E.3 Prepare journal entries as assigned to record maintenance to participant and alternate payee accounts as reflected on the retirement system adjustment file.

- E.4 Audit WEBS adjustments including those for WRS participant accounts being divided in accordance with a court ordered Qualified Domestic Relations Order.
- E.5 Coordinate and reconcile WEBS control totals reports with daily and monthly summary adjustment control totals.

5% GOAL F: Other accounting related duties and professional development

- F.1 Provide backup for other accounting staff as assigned by the Financial Management Supervisor.
- F.2 Keep current on professional developments, standards, and best practices in governmental accounting.
- F.3 Attend training programs.
- F.4 Perform other duties as assigned.

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Knowledge, Skills, and Abilities

1. Effective written and oral communication skills.
2. Ability to multi-task and set priorities.
3. Thorough knowledge of and demonstrated ability to apply accounting theory and principles in accordance with Generally Accepted Accounting Principles (GAAP).
4. Knowledge of data analysis methods and strategies.
5. Knowledge of Department retirement systems and how data is stored to be able to query and analyze data.
6. Knowledge of research methods and techniques.
7. Ability to analyze, interpret, and explain laws, rules, policies and procedures.
8. Knowledge of and demonstrated ability in working with the State accounting system.
9. Knowledge of Department programs and purposes.
10. Ability to analyze facts and problems and recommend appropriate solutions.
11. Ability to develop and maintain effective working relationships with others at a variety of levels internal and external to the organization.
12. Ability to work effectively in a team environment.
13. Intermediate skill and ability to use personal computer-based software systems (e.g., Microsoft Windows applications such as Word, Excel, PowerPoint, etc.).
14. Knowledge of and demonstrated ability in reconciliation methods and techniques.
15. Ability to understand and comply with all ETF policies and standards.
16. Excellent customer service skills.