

POSITION SUMMARY

This position works under the general supervision of the Division of Trust Finance (DTF) Deputy Administrator. This 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 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: | 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 Annual Comprehensive Financial Report (ACFR) and additional reports. |
| | Worker Activity | |
| | A.1 | Analyze revenue, expense and reserve accounts in order to prepare accrual, adjusting and closing journal entries for inclusion in the ACFR. |
| | A.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 ACFR. |
| | A.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. |
| | A.4 | Research and resolve accounting discrepancies and irregularities to ensure accurate ACFR reporting. |
| | A.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. |
| | A.6 | Review accounting standards and make recommendations for changes in order to ensure compliance with GAAP. |
| | A.7 | Research, interpret and lead implementation of new accounting standards. |

- 25% GOAL B: Preparation, analysis and interpretation of a variety of complex financial reports supporting management's policy, program development and program funding evaluation.
- Worker Activity
- B.1 Prepare periodic complex financial status reports for the DOA, actuary, program participants or agency managers. Examples may include: reserve statements, employer schedules, and program specific reports used by management for decision making purposes.
 - B.2 Prepare annual financial and statistical reports with analysis of trends and variances.
 - B.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.
 - B.4 Identify and recommend enhancements to the form and content of existing financial reports.
- 20% GOAL C: Preparation of the Department's ACFR.
- Worker Activity
- C.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.
 - C.2 Complete assigned sections of the ACFR by collecting, analyzing and summarizing account information.
 - C.3 Lead the effort to research and respond to audit inquiries.
 - C.4 Review and audit sections of the ACFR prepared by other Accountants.
 - C.5 Review assigned parts of the ACFR, as well as those prepared by other Accountants, for implications to other parts of the ACFR, statues, policies and/or processes.
- 5% 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 Recommend changes to process and controls as needed to mitigate the risk of errors or discrepancies and to ensure accuracy.

D.4 Anticipate and provide solutions to complex business or operations problems. Identify opportunities for improvement 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.

10% 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.

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 and State accounting manual.
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.
9. Ability to develop, maintain and monitor sound internal controls.
10. Strong ability to analyze, research and interpret financial standards.
11. Ability to develop financial policies and procedures.
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. Intermediate skill in the use of computers and software systems and programs (e.g., Microsoft Office, etc.).
15. Advanced Excel skills such as pivot tables and pivot reporting, data set analysis, advanced formulas, and VLOOKUP.
16. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.
17. Ability to work independently and collaboratively as part of a team.
18. Full knowledge of Wisconsin Statutes, Chapter 40 and Wisconsin Administrative Code, and Chapter ETF 10.