

POSITION SUMMARY

Under the general supervision of the Chief Trust Financial Officer, this professional Auditor - Advanced position is responsible for independently coordinating and managing very complex program and compliance audits in compliance with applicable Generally Accepted Auditing Standards, Generally Accepted Government Auditing Standards, and Generally Accepted Accounting Principles. The position acts as a liaison with internal and external auditors and is assigned responsibility for audit-related consultation and advisory activities. In addition, this position audits financial transactions and activities of various trust funds. This position requires advanced knowledge and application of professional accounting and auditing theories and principles. This position requires a very high degree of independent, professional judgment. This position requires the ability to maintain ethical standards and effective working relationships with management, internal staff, external business partners, and other stakeholders. This position requires advanced written and oral communication skills to compose and present the results of audits to senior Management and the ETF Board, ETF Board Audit Committee, or Group Insurance Board. The incumbent will contribute to the overall effectiveness of the Department's internal control environment by providing independent and objective assessment and rendering reasonable and fair conclusions.

This position is involved with third-party administrator compliance audits for employee benefit programs including pre-tax savings accounts, health insurance, life insurance, income continuation insurance, and deferred compensation. This position is also involved with benefit programs including the Wisconsin Retirement System, sick leave, and duty disability insurance. Having full GAAP knowledge, this position works with activities reported in multiple GAAP funds included in Pension and Other Employee Benefit Trust Funds, Agency, and Enterprise fund types in several statutory funds with multiple appropriations.

ETF is a medium sized, non-shared services agency administering the Wisconsin Retirement System and related benefit programs to over 630,000 members receiving \$5.6 billion in retirement benefits and \$1.6 billion in health benefits annually. This position directly supports the agency strategic goal focused on building a talented and agile workforce necessary for achieving the department's mission to develop and deliver quality benefits and services to our members while safeguarding the integrity of the Trust. As an employee of ETF, the incumbent will support and create a diverse and inclusive work force.

GOALS AND WORKER ACTIVITIES

50% GOAL A: Consultation and advisory of complex financial, operational, and compliance audits

- A.1 Provide consultation into the design of internal and external audits. Ensure audit programs provide reasonable assurance that ETF's assets are safeguarded, that operating efficiency is achieved, and that compliance is maintained with applicable laws and regulations.
- A.2 Review draft and final audit reports. Conduct follow-up review of significant audit findings to determine the adequacy, effectiveness, and timeliness of actions taken on reported findings.
- A.3 Review audit findings with management and consult with and advise business areas in

drafting management response to recommendations. Make recommendations to management on internal and/or external controls and program requirements. Advise and help management and staff implement findings.

- A.4 Prepare Board communication that is accurate, clear, and concise, and supported by work performed.
- A.5 Participate in briefing sessions on completed audits with auditors, Division Administrators, Office Directors, and Secretary's Office to discuss audit results.
- A.6 Attend meetings of Audit Committee or Board, to discuss audit results and management's response and action plan to findings or recommendations.
- A.7 Serve as a resource to Division/Office leadership to address specific audit or management concerns and provide assurance of compliance. This includes reviewing and examining internal control practices and advising management on methods to improve accounting and other operational procedures.
- A.8 Develop, recommend and assist in the implementation of internal controls and improvements to systems to increase the efficiency and/or adequacy of controls, especially as it relates to audit findings/recommendations.

40% GOAL B: Performance of complex financial transactions and activities

- B.1 Audit vouchers and journal entries related to trust fund financial activity. This includes accrual or adjusting complex journal entries required for the fair presentation of the trust funds.
- B.2 Review reconciliations of financial data, including reconciliations to the state central accounting system and reports provided by third-party administrators.
- B.3 Provide consultation in the research and implementation plans of new or revised accounting standards.
- B.4 Advise management on methods to improve procedures for the processing of accounting transactions and updating of accounting records to assure adequate internal controls are in place and procedures are consistent with department policies and objectives.
- B.5 Identify, assess, or audit financial or compliance risks and analyze internal controls.
- B.6 Prepare or review financial statements.

10% GOAL C: Performance of other duties as assigned.

- C.1 Keep current on professional developments, standards, and best practices in governmental accounting and auditing.
- C.2 Attend training programs.
- C.3 Complete special advanced auditor projects as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

1. Advanced knowledge of International Standards for the Professional Practice of Internal Auditing.
2. Advanced knowledge of Generally Accepted Auditing Standards, Generally Accepted Government Auditing Standards, and Generally Accepted Accounting Principles applicable to state and local governments, including Government Accounting Standards Board (GASB) applicable to employee benefit programs.
3. Advanced knowledge of governmental accounting and auditing theory and practice.
4. Advanced knowledge of auditing techniques and ability to apply the knowledge.
5. Knowledge of risk-based audit programs to meet established audit objectives.
6. Ability to identify and assess control weaknesses and develop value-added recommendations.
7. Ability to analyze, research, and interpret financial standards.
8. Ability to develop, maintain, and monitor sound internal controls.
9. Ability to independently research applicable state statutes, administrative rules, contracts, policies, and procedures relating to programs administered by ETF.
10. Advanced analytical skills and ability to use analytical tools to conduct analyses and reach sound conclusions.
11. Ability to prioritize and organize efforts and manage time effectively to meet deadlines.
12. Advanced written and oral communication skills to effectively communicate business and technical concepts and information to a wide range of audiences (i.e. staff, management, executives, board members, etc.).
13. Knowledge of data analytic software.
14. Knowledge of statewide accounting system.
15. Knowledge of risk assessment methodology.
16. Knowledge of design and implementation of benefit programs administered by ETF.
17. Ability to conduct assigned duties with integrity and in a professional manner; establish and maintain effective working relationships with management, staff, and other external stakeholders.
18. Ability to understand and comply with ETF's policies and standards.
19. Ability to adapt to job or organizational changes and readily accept new responsibilities and assignments.
20. Leadership skills and ability to effectively lead others through projects and audits.
21. Advanced skills with Microsoft Office (i.e., Excel, Word, etc.).
22. Ability to influence others and encourage creative thinking to identify solutions.
23. Bachelor's degree or higher in Accounting or Auditing or equivalent professional accounting or auditing experience.
24. Certified Public Accountant (CPA) certification is preferred.

25. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.
26. Ability to maintain confidential information in accordance with policies, guidelines, and direction from manager.