

Position #006749
Accountant
OBM/BCAP

POSITION SUMMARY

Under the general supervision of the Director of the Bureau of Budget, Contract Administration, & Procurement (BCAP), this position independently performs a full range of professional accounting activities which support internal agency accounting and fiscal operations. These responsibilities include preparing, processing, reviewing, analyzing, and maintaining financial records and reports. This position represents the agency at statewide user groups (general ledger, commitment control, accounts payable, expense, etc.) and the Financial Leadership Council (FLC). In addition, this position will work with the BCAP Budget Analyst to coordinate ETF contractor positions. As an employee of ETF, the incumbent will support and create a diverse and inclusive work force.

GOALS AND WORKER ACTIVITIES

35% GOAL A: Management of Accounts Payable and Receivable Transactions for Agency Administrative Appropriations.

- A.1 Facilitate the review and approval of accounts payable transactions by appropriate Department staff.
- A.2 Process fully approved (by the business area or validated by STAR HCM) accounts payable transactions. Review account coding and provide the final approval on accounts payable transactions.
- A.3 Process pension obligation bond payments.
- A.4 Monitor and report on accounts payable performance metrics for timely turnover of accounts payable and compliance with the prompt payment law.
- A.5 Create, process, and review inter-unit transactions from across agencies.
- A.6 Prepare invoices and establish accounts receivable.
- A.7 Oversee administration of the agency purchasing card program and pre-auditing travel reimbursements.
- A.8 Develop and maintain agency internal administrative fiscal policies and procedures related to these tasks and recommend and implement process improvements.

35% GOAL B: Financial Reconciliation, Reporting, and Month/Year-End Closing Activities for Agency Administrative Appropriations.

- B.1 Run reports and perform trial balance reviews and month/year-end reconciliations (accounts payable/receivable; travel expense reimbursements commitment control; expense liability account).
- B.2 Perform monthly pre- and post-closing reviews.
- B.3 Lead the fiscal year-end Form 78 process for certifying operating budget appropriations to the State Controller's Office.
- B.4 Conduct interim validations (general ledger to PeopleSoft HCM module for example) and resolve discrepancies.
- B.5 Monitor accounts and transactions and prepare and approve journal entries to move funds from variance or clearing accounts or incorrect default purchasing card coding to the appropriate accounts.
- B.6 Coordinate agency fiscal operations and activities housed within the Division of Management Services with the Division of Trust Finance.

- B.7 Follow up on inquiries and requests to the Bureau.
- B.8 Run queries to review the propriety of transactions; apply internal controls to ensure reliability of processes and accuracy of information; and ensure agency compliance with state accounting regulations.
- B.9 Participate in and represent the agency at the statewide user groups (general ledger, commitment control, accounts payable, STAR report advisory group) and the Financial Leadership Council and serve as the internal agency accounting and fiscal liaison with the State Controller's Office.
- B.10 Develop and maintain agency internal administrative fiscal policies and procedures related to these tasks and recommend and implement process improvements.

15% Goal C: Coordination of ETF Contractor Positions.

- C.1 Work jointly with the BCAP Budget Analyst to serve as one of ETF's primary subject-matter experts on both its Professional Staffing Services contract and DOA's Vendor Managed Services contract.
- C.2 Assist with the tracking and management of vendor performance.
- C.3 Provide oversight to ensure vendors and ETF managers are adhering to contract guidelines.
- C.4 Provide outreach and training to managers on contract terms and guidelines and other related processes (e.g., the approval process; the recruitment process; how to handle performance issues; etc.).
- C.5 Serve as one of two primary points of contact for ETF staff on contractor-related questions.
- C.6 Work with ETF staff and vendors to help resolve contract disputes or performance issues.
- C.7 Maintain information on contractors (e.g. name, pay rate, hire date, position classification, etc.) for informational purposes.
- C.8 Report on contractor related issues to ETF's senior management.
- C.9 Develop and maintain agency internal administrative fiscal policies and procedures related to these tasks and recommend and implement process improvements.
- C.10 Assist with completion of contractor related documents/analyses, including (for example) cost benefit analyses.
- C.11 Participate in the selection of Professional Staffing Services vendors when appropriate (i.e., help establish RFP requirements, review RFP drafts, and/or serve on the RFP evaluation committee).

15% Goal D: Performance of Other Duties as Assigned.

- D.1 Provide support and assistance as needed to purchasing agents and contract specialists.
- D.2 Provide reporting and analysis services and support to the Director in developing cost projections and managing the department's operating budget.
- D.3 Assist with data collection for preparation of the agency's biennial budget request.
- D.4 Lead the work of financial specialist LTE's performing data input to the accounting system.
- D.5 Assist staff with the purchase of professional memberships and subscriptions.
- D.6 Centrally track and maintain a list of active professional memberships and subscriptions for informational/reporting purposes and to reduce duplication.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Working knowledge of the state's accounting system (PeopleSoft) and accounting policies.
2. Ability to perform financial reconciliations.
3. Effective oral and written communication skills.
4. Strong analytical and organizational skills.
5. Intermediate computer skills and advanced Microsoft Excel skills.
6. Ability to work effectively and maintain good working relationships with a variety of people at different levels within and outside of the organization.
7. Ability to interpret and analyze complex financial data and requests, to present financial information to non-financial audiences, and to determine and implement appropriate actions.
8. Knowledge of ETF policy, procedure, and organization structure.
9. Ability to independently prioritize multiple assignments and meet deadlines.
10. Ability to organize, lead and facilitate small project teams, special purpose or ad-hoc work groups, and cross-functional work groups and committees.
11. Knowledge of standards and protocol for writing policies and procedures.
12. Ability to interpret and explain Wisconsin statutes, administrative rules, and contract language.
13. Ability to analyze facts and problems, infer and decide on potential and appropriate solutions.
14. Knowledge of research methods and techniques.
15. Ability to understand and comply with all ETF and enterprise standards, policies, processes, and procedures.

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