

SUMMARY:

The Department of Employee Trust Funds (ETF) administers over 25 benefit programs affiliated with retirement, health, disability and life insurance, and others on behalf of over 650,000 state and local government members and 1500 employers statewide. ETF is governed by 5 boards. The Division of Trust Finance (DTF) provides financial accounting for the benefit programs administered by the Department, including the Wisconsin Retirement System (WRS) public pension fund. This involves accounting and reporting for fifteen different (Generally Accepted Accounting Principles) GAAP funds, including fiduciary and proprietary funds, and overseeing financial activities of the other benefit programs.

This position reports directly to the Division's Chief Trust Finance Officer (CTFO) and functions as the Division's Deputy Administrator. Major responsibilities include managing the fiscal operations and reporting of multiple, complex, and unique insurance and retirement benefit programs to senior leaders and ETF Board, leading the development, implementation, review, and reporting on ETF financial internal controls; directing the preparation of the Annual Comprehensive Financial Report (ACFR), implementation of financial reporting changes in response to leadership, legislative, or Government Accountability Standards Board (GASB), and serves as the Administrator of Division in absence of CTFO. The Director of the Financial Compliance Bureau and Director of the Retirement Accounting Bureau, subordinate supervisors, will report to this position as delegated by the CTFO. In addition, this position will manage the Division's Insurance Program Accounting Operations and applicable staff and oversee the Wisconsin (WI) Deferred Compensation Program's rate setting process. Work is performed under general supervision.

40% GOAL A: Division Management as Deputy Administrator

- A.1 Direct the development and/or implementation of financial policies, procedures and standards used in accounting and financial reporting, ensuring compliance with GASB and federal and state rules and regulations.
- A.2 Direct financial reporting changes to address new GASB pronouncements, changes implemented by Department leadership or legislative mandates.
- A.3 Direct the preparation of the ACFR and Wisconsin Deferred Compensation Program financial report, in compliance with GASB pronouncements.
- A.4 Communicate with leadership, governing boards, legislature, and other stakeholders on financial and accounting information relating to employee benefit programs. Be available to answer questions posed by the ETF Board's Audit Committee.
- A.5 Assist the agency with strategic planning and analysis of major business decisions and ensures that cross divisional strategic plan projects are completed successfully and timely.
- A.6 Establish and maintain a productive working relationship with actuaries and oversee benefit plan actuarial valuations.
- A.7 Establish and manage a productive relationship with auditors and coordinate external financial audits.

- A.8 Direct the development of software systems and files for use in finance functions and reporting. Direct and/or assist managers with installation, maintenance and upgrades of complex financial systems and supporting systems and tools, including the analysis of data requirements and establishment of internal operating procedures.
 - A.9 Work with Secretary's Office to maintain Division's Continuity of Operations Plan (COOP).
 - A.10 Participate as member of Department's Agency Management Council.
 - A.11 Make decisions in the absence of higher-level management to assure the efficient operations of the Department's financial programs.
- 30% GOAL B: Management of fiscal operations and reporting of insurance benefit programs and rate setting for the deferred compensation program
- B.1 Develop, review, and revise standards and metrics for the processing of trust fund accounting transactions.
 - B.2 Manage the development and maintenance of accounting records and processing of accounting transactions to assure adequate internal controls are in place, procedures are consistent, and accurate data is available for timely financial analysis and reporting.
 - B.3 Conduct final review and approve reconciliations of Department financial data, including reconciliations to the state central accounting system and reports provided by third-party administrators.
 - B.4 Conduct final review and approve journal entries related to program financial activity. This includes accrual or adjusting journal entries required for the fair presentation of the trust funds.
 - B.5 Work with the Department's actuaries. Analyze premiums, rates, and Department administrative costs charged to the various programs and related reserve balances relative to boards' policies.
 - B.6 Work with the WI Deferred Compensation Program Manager, Third-Party Administrator, and Deferred Compensation Board to monitor and recommend rate changes.
- 15% GOAL C: Staff Supervision
- C.1 Hire and supervise staff. Develop or update staff position descriptions; hiring and retention strategies (mentoring/coaching, cross-training, succession planning). Develop onboarding process for new staff.

- C.2 Prepare probationary employee workplans and conduct probationary reviews; prepare annual workplans and conduct annual performance evaluations; apply discipline and resolve grievances.
- C.3 Maintain a program of personnel/professional development for staff including but not limited to: access to instructor led short courses, online seminars, participation with work related state/federal organizations (AICPA, PPF, etc.), or attendance at work related conferences.
- C.4 Provide direction and assistance in the implementation of the agency's Affirmative Action/Equal Employment Opportunity/Diversity, and health & safety programs.

10% GOAL D: Leadership of the Department's Internal Control Plan

- D.1 Lead and facilitate discussions with business process owners, subject matter experts, information technology (IT) staff and others to gather information and create documentation of business processes which identify and assess financial risks and internal controls.
- D.2 Lead and direct review of internal controls. Develop strategies to effectively measure and monitor internal processes, systems, resources, policies and procedures developed to mitigate risks and increase operational efficiency.
- D.3 Develop and implement educational programs addressing financial risks and internal controls and collaborate with management and staff to effectively incorporate mitigation strategies.
- D.4 Collaborate with staff throughout the Department to review and maintain the Department's required internal control plan, ensuring the Department of Administration has the most current plan as required.

5% GOAL E: Professional Development

- E.1 Monitor developments in accounting and actuarial professions to keep current on best practices and current issues.
- E.2 Participate in state/national organizations that provide insights into best practices in employee benefit plans and finance.
- E.3 Fulfill continuing education requirements to maintain job related skills and certification(s).

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KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to lead and manage a diverse workgroup responsible for financial accounting transactions and reporting functions.
2. Ability to identify and assess risks and evaluate financial internal controls to mitigate such risks.
3. Ability to develop, maintain and monitor sound internal controls.
4. Ability to manage the generation of financial statements/annual financial reports.
5. Ability to analyze, research and interpret financial standards.
6. Ability to develop financial policies and procedures.
7. Knowledge of and skill in the use of PeopleSoft financials or similar complex accounting systems.
8. Knowledge of Generally Accepted Accounting Principles (GAAP) applicable to state and local governments and principles applicable to trust funds and Government Accounting Standards Board (GASB) applicable to employee benefit programs.
9. Knowledge of Annual Comprehensive Financial Report (ACFR) preparation.
10. Knowledge of risk management principles and practices, including risk frameworks, risk appetite and tolerance levels, risk assessment, risk monitoring and reporting.
11. Skill in developing and leading teams through risk analysis, internal control analysis, and operational risk heat map assessments.
12. Knowledge of actuarial theory and methods as applied to employee benefit plans.
13. Knowledge of the principles of funding employee benefit plans and employee benefit plan design.
14. Knowledge of methods used to coordinate programs, policies, and procedures for major initiatives having a direct impact on stakeholders.
15. Knowledge of the design, implementation, and operation of automated financial systems.
16. Knowledge of supervisory methods and techniques, including conflict management, effective delegation, and training needs assessment.
17. Knowledge of strategic planning and goal setting techniques, for individuals and groups.
18. Knowledge of project management techniques and skills.
19. Knowledge of sound analysis and data gathering techniques.
20. Ability to develop and maintain a work climate that encourages cooperation and teamwork.
21. Ability to monitor and review staff performance against program standards and provide relevant training to staff.
22. Excellent interpersonal skills and the ability to cultivate and maintain collaborative business relationships and interact positively with Department staff and external parties.

23. Ability to and effective skills to analyze facts and problems, infer and decide on potential and appropriate solutions.
24. Effective oral and written communication skills in order to communicate technical information to non-technical audiences and deliver presentations to staff, executives, and boards.
25. Intermediate skill in the use of computers and software systems and programs (e.g. Microsoft Office).
26. Ability to understand and comply with all ETF and enterprise standards, policies, processes, and procedures.
27. Ability to interpret and develop actions to be in compliance with GASB pronouncements and GAAP.
28. Highly developed leadership and managerial skills.
29. Ability to serve as the agency liaison to internal and external auditors, actuaries, and third-party administrators.

SPECIAL REQUIREMENTS

Certified Public Accountant certification preferred at time of hire. Prior experience with government pension or insurance employee benefit programs preferred.