

**Position #335162**  
**Accountant-Journey**  
**Division of Trust Finance**  
**Retirement Accounting Bureau**

**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 benefit programs. This includes interpreting and analyzing accounts receivable related accounting activity for the complex benefit programs that ETF administers as well as activities related to accounting for WRS additional contributions received by ETF. The position ensures proper integration of these programs with ETF benefit related systems and the state-wide accounting system. This includes reconciliation of accounts receivable and WRS additional contribution balances 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 will also be responsible for reviewing functions as assigned for efficiency and effectiveness as well as for reviewing and recommending internal controls. Incorrect processing and journal entries could affect over 1,500 member accounts and may have a material impact on financial reporting.

This position serves as the division's liaison with internal and external parties regarding member accounts receivable and works with other finance staff on the development and maintenance of accounting entries, adjustments, write offs and collection activities. This position is also responsible for designing, developing, testing, and maintaining the billing and accounts receivable modules within the state-wide accounting system and ETF benefit related systems. Additionally, this position is responsible for developing and maintaining supporting systems and documentation to support the accounting system changes and functions and assists in training staff.

This position is responsible for accounting and reporting functions for the Wisconsin Retirement System (WRS) and related programs including health insurance, the Duty Disability Program, Income Continuations Insurance, Life Insurance, reimbursed employee expenses, etc.. Activities are reported in fifteen GAAP funds included in Pension and Other Employee Benefit Trust Funds, Investment Trust Fund, Agency and Enterprise fund types in several statutory funds with multiple appropriations. This position reconciles account receivables for these funds on a regular basis to the statewide enterprise accounting system as well as internal systems, ensuring integrity of the data by determining and carrying out needed system entries. This position further involves assisting with the design, development, testing and maintenance of the billing and accounts receivable modules within the statewide accounting system and ETF benefit-related systems.

This position has a full understanding of and regularly applies Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.

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 & WORKER ACTIVITIES****35% GOAL A: Maintenance and management of accounts receivable accounting transactions**

- A.1 Interpret, analyze, and reconcile the account receivable funding strings entered into state-wide accounting system directly and from sub systems, by internal and external parties to ensure accurate coding was used and that balances are correct. Research and determine appropriate action, including creating and processing correcting journal entries, and ensure appropriate internal control mechanisms are applied to prevent issues in the future.
- A.2 Process financial transactions and apply to appropriate account receivable balances. Determine funding string based on source of payment and create journal entries when appropriate.
- A.3 Generate and issue monthly statements identifying amounts owed the Department for overpayments of benefits or underpayments of insurance premiums, ensuring accurate presentation of principal and invoice amounts, application of payments, and timeliness.
- A.4 Interpret accounts receivables reports generated through the accounts receivable dashboard and review with appropriate program staff, in accordance with applicable Department guidelines and state statutes. Discuss delinquent accounts with accounting and program staff to discern collection efforts and address action needed on aged receivables.
- A.5 Analyze accounts receivable reports and write-off accounts deemed uncollectible in accordance with applicable Department guidelines and state statutes. Submit monthly write-off report to Bureau Director.
- A.6 Maintain the accounts receivable dashboard and answer questions from internal and external parties regarding accounts receivable balances and processing, researching, and resolving discrepancies when possible.
- A.7 Report on accounts receivable quarterly and follow up with other Department staff to ensure timely compliance with ETF statutes and administrative code. Create and process accounts receivable correcting journal entries or implement sub system processes as a result of the findings.
- A.8 Monitor the daily interfaces and batch jobs from the state-wide accounting system to ensure successful batch processing. Coordinate the resolution of any issues with the appropriate parties, as needed, in a timely manner to mitigate any unnecessary impacts to members accounts and their benefits.

**30% GOAL B: Analyzation and reconciliation of accounts receivable-related general ledger account balances and cash balances from multiple payment sources**

- B.1 Reconcile the ACH clearing account monthly to verify funding string coding is correct and balances are current and accurately accounted for. Ensure accounts receivable are created when ACH funds are taken away and liquidated when funds are recovered via ACH.
- B.2 Analyze, interpret, and reconcile the Accounts Receivable Clearing account monthly to ensure accounts receivable identified by the Benefit Payment System (BPS) processing are recorded promptly and accurately and all receipts, whether via check or ACH, are correctly applied to receivables. Create and process correcting journal entries when needed.

- B.3 Correspond and coordinate with the benefits payment team to prepare the monthly reconciliation of liability accounts for various deductions to ensure balances are appropriate and payments are applied correctly.
- B.4 Interpret, analyze, and reconcile cash deposit transactions by the Department of Administration (DOA) and all payment related revenue accounts to ensure transactions are posted correctly in accordance with GAAP and ETF statutes, all payment detail is correctly documented, and any invoices received for payments of services provided from US Bank or DOA match back to the activity for the month to ensure accurate payment. Resolve discrepancies internally or by interacting with DOA when necessary. Create and process correcting entries as needed.
- B.5 Oversee maintenance of account receivable interfaces with ETF benefit-related systems for member account receivable data through daily sub system reconciliations. This includes testing and/or reviewing the interfaces as needed.
- B.6 Interpret, analyze, and provide financial detail and data to support balances used to produce the Department's Annual Comprehensive Financial Report.
- B.7 Develop and interpret monthly pre- and post- closing reviews for assigned GAAP funds.

**20% GOAL C: Review and testing of the design, development, and implementation of complex financial management information systems and maintenance of accounting procedures**

- C.1 Serve as a key member of the Department's team to design, develop, test, and implement changes, bug defects, or enhancements to the statewide financial system and any ETF benefit-related systems for accounts receivable and payment processing.
- C.2 Analyze and recommend modifications to ETF systems necessitated by procedural or program changes, or to achieve program management goals.
- C.3 Create system and process efficiencies through optimization of the accounts receivable dashboard.
- C.4 Develop and maintain policies and procedures to document financial system operations.
- C.5 Develop and maintain procedures related to accounts receivable functions, Department bank account reconciliations, and retiree accounts.
- C.6 Assess risks and internal controls continually to mitigate such risks related to the benefit accounts receivable functions.

**10% GOAL D: Performance of liaison functions with various organizational units**

- D.1 Serve on accounts receivable related committees or groups initiated by the Department or external entities including the DOA.
- D.2 Address questions related to the processing of receivables and WRS additional contributions.
- D.3 Provide training or informational sessions to other staff.
- D.4 Other tasks as assigned by the Financial Management Supervisor.

**5% GOAL E: Processing and auditing of employee paid WRS additional contributions and performance of initial contribution compensation testing**

- E.1 Participate on additional contributions processing team to receive and record additional contributions from both employees and employers, verifying eligibility and providing accurate financial coding.
- E.2 Process and audit employee paid additional contributions for compliance and ensure funds are correctly loaded to member accounts.
- E.3 Process and audit member account adjustments for refunds for non-eligible contributions, including creation of voucher for payment.
- E.4 Analyze employee and employer receipts to prepare monthly adjusting journal entries and updates to participant accounts.
- E.5 Reconcile revenue accounts to contributions loaded to participant accounts. Create and process adjusting journal entries as needed.
- E.6 Reconcile additional contribution accounts and prepare monthly and year end inter/intra fund allocation entries to move revenue from the clearing account to the applicable revenue account.
- E.7 Maintain all procedure and process documentation for the additional contributions program.

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Effective written and oral communication skills.
2. Strong interpersonal skills.
3. Demonstrated ability to apply accounting theory and principles in accordance with Generally Accepted Accounting Principles (GAAP).
4. Knowledge of accounts receivable theory, principles, and collection techniques.
5. Demonstrated ability to work with State accounting system and other ETF benefit-related systems.
6. Knowledge of Department programs and purposes, including applicable statutes and administrative code.
7. Ability to analyze facts and problems, infer and decide on potential and appropriate solutions.
8. Ability to assess and implement appropriate internal controls.
9. Knowledge of and skill utilizing reconciliation methods and techniques.
10. Ability to develop and maintain effective working relationships with others at a variety of levels internal and external to the organization.
11. Ability to handle multiple priorities at once and work effectively under pressure.
12. Ability to analyze, interpret, explain, and apply laws, rules, policies, and procedures.
13. Ability to explain technical accounting concepts to a variety of customers with diverse backgrounds.
14. Intermediate skill in the use of computers and software systems and programs (e.g. Microsoft Office).
15. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.
16. Ability to analyze and apply reconciliation methods and techniques appropriately.
17. Knowledge and understanding of the mission, organization, and activities of the Department.
18. Excellent customer service skills.
19. Knowledge of ETF core and job functional family competencies and ability to demonstrate those competencies.
20. Ability to understand and promote the value of diversity, equity, and inclusion in the workplace.
21. Bachelor's degree in accounting is preferred.
22. Ability to use Microsoft Excel for Accounting purposes.
23. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.
24. Ability to maintain confidential information in accordance with policies, guidelines, and direction from manager.