

## **POSITION SUMMARY**

Under general supervision of Division leadership, this position functions as the Retirement Accounting Bureau Director and Supervisor of the Wisconsin Retirement System (WRS) Accounting Team and Accounts Receivable function within the Division of Trust Finance. This position supervises the staff within the bureau including planning, assigning, reviewing and guiding the activities of supervised employees as well as developing and implementing related training plans. This position is responsible for ensuring appropriate internal controls are maintained to provide reasonable assurance that financial reporting objectives are being achieved for over fifteen different GAAP funds. The position is responsible for managing updates to over 600,000 WRS member accounts, the processing and accounting for over \$5 billion in annuity benefit payments to over 200,000 retirees and beneficiaries, as well as managing the retirement system annual processing schedule and related tasks. This position also provides leadership on the development and installation of complex information technology systems.

## **GOALS & WORKER ACTIVITIES**

25% GOAL A: Staff supervision and management

- A.1 Interview, select and recommend hiring of new employees to maintain the authorized staffing levels.
- A.2 Assign work to staff members and confer regularly with them to coordinate the efficient completion of the assignment.
- A.3 Provide direction to subordinates in priority setting, workload distribution and any other work-related problems.
- A.4 Assess the need and provide for the training and development of staff.
- A.5 Establish goals, objectives, and performance standards and report to Division leadership on progress toward achieving established goals and any problems encountered.
- A.6 Prepare formal performance evaluations of staff members and discuss them with employees.
- A.7 Hear and determine disposition of formal first step grievances and informal employee complaints.
- A.8 Provide direction and assistance in the development and implementation of the agency's AA/EEO and health and safety programs.
- A.9 Maintain knowledge and ongoing awareness of Department values.
- A.10 Quarterly review employee leave usage to ensure it meets ETF's Leave Usage Policy.
- A.11. Demonstrate proficiency in the ETF Core and Leadership competencies.

- 20% GOAL B: Oversight of the development, installation, and maintenance of complex financial systems and internal operating procedures.
- B.1 Assign, schedule and direct staff participation in the development, testing, enhancement and maintenance of benefit administration systems and general ledger system.
  - B.2 Monitor systems to identify problems, needed improvements and changes required to adhere to accounting standards, state statues and new legislation.
  - B.3 Analyze the impact of system changes on policies and procedures, manuals, and forms, and coordinate updates as needed.
  - B.4 Represent the Division on teams and committees reviewing and evaluating the efficiency and effectiveness of systems and technologies used in the accounting of benefit programs and related processes. Actively participate on teams to redesign systems or implement new systems.
  - B.5 Provide training on systems to staff and managers as needed.
- 40% GOAL C: Management of financial processing and accounting for the Wisconsin Retirement System (WRS)
- C.1 Develop, implement, and maintain financial policies, procedures, and standards in accordance with Generally Accepted Accounting Policies (GAAP), state statutes, and regulations.
  - C.2 Develop and maintain internal controls over the processing of accounting transactions, including review of financial reconciliations and approval of general ledger vouchers and journal entries.
  - C.3 Assign, schedule, direct, and monitor the processing of WRS accounting transactions and updates to accounting records to assure complete and accurate data for timely financial analysis and reporting.
  - C.4 Review transaction edit/error/reject reports and the resolution of errors to assure that all identified errors have been appropriately resolved.
  - C.5 Review and approve reconciliations of WRS financial data to subsidiary ledgers/systems including reconciliations to WRS participant accounts and reserves.
  - C.6 Oversee and review updates to WRS participant accounts, including reestablished benefit accounts, interest corrections, write-offs, refunds, Qualified Domestic Relations Orders, and other adjustments to participant account balances.
  - C.7 Oversee the WRS annuity and separation benefit payment processes.
  - C.8 Manage Division's activities related to WRS annual processing, including interest crediting to participant accounts, transfer of accounts electing to opt-out of the variable fund, review and correction of accounts identified by various edits, and the roll-up of year-end account balances.

- C.9 Coordinate with other areas within the Department that are involved in annual processing.
- C.10 Oversee the maintenance, update, and reporting of employer Unfunded Actuarial Accrued Liability records.

10% GOAL D: Management of benefit accounts receivable and collection processes

- D.1 Develop, implement, and maintain policies related to accounts receivable and collection.
- D.2 Manage processing and accounting of account receivable activity, including integration with the State's general ledger system and accounts receivable module.
- D.3 Oversee collection activities performed by staff; oversee internal and external relationships, answer technical questions and resolve escalated issues relating to processing of receivables and collection efforts.
- D.4 Represent Division on account receivable related committees or groups.

5% GOAL E: Perform other duties as assigned by the Division Administrator.

- E.1 Serve as technical advisor to Division Administrator on aspects of accounting issues.
- E.2 Participate in internal committees and Department projects as assigned.
- E.3 Provide input and assist Deputy Division Administrator with the development and maintenance of the agency's Internal Control Plan.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of Generally Accepted Accounting Principles applicable to state and local governments and principles applicable to trust funds.
2. Knowledge of Government accounting and finance policies and procedures.
3. Knowledge of State central accounting system.
4. Knowledge of Department's benefit administration systems.
5. Ability to identify and assess risks and evaluate financial internal controls to mitigate such risks.
6. Knowledge of the principles of funding employee benefit plans and employee benefit plan design.
7. Ability to lead and manage a diverse workgroup responsible for financial accounting functions.
8. Knowledge of the design, implementation, and operation of automated financial systems.
9. Knowledge of supervisory and personnel management practices (i.e. hiring, discipline, performance evaluations, training, conflict management, delegation, etc.).
10. Ability to develop and maintain a work environment that encourages cooperation and teamwork.
11. Effective decision-making skills.
12. Ability to research and analyze detailed and complex information, analyze facts and problems, and decide on potential and appropriate solutions.
13. Effective oral communication skills including the ability to communicate technical information to non-technical staff.
14. Effective written communication skills.
15. Excellent interpersonal skills and the ability to cultivate and maintain collaborative business relationships and interact positively with Department staff and external parties.
16. Strong leadership skills.
17. Advanced skill in the use of computers and software systems and programs (e.g. Microsoft Office).
18. Knowledge of actuarial theory and methods as applied to employee benefit plans.
19. Ability to understand and comply with all ETF and enterprise standards, policies, processes, and procedures.