

POSITION SUMMARY

This position functions as Lead Worker in the Division of Trust Finance under the general supervision of the Retirement Accounting Bureau (RAB) Director. This advanced level position is responsible for performing accounting and financial reporting responsibilities for the Wisconsin Retirement System (WRS) as well as other employee benefit plans administered by the Employee Trust Fund. This includes significant statutory reserve fund activity and over six GAAP funds, with more than 20 appropriations. This position serves as Lead Worker for WRS and other benefit program activity which entails planning, guiding, and reviewing the work of accounting staff who have primary accounting responsibilities for the accounting operations related to treasury, contributions, accounts receivable, collections, interfund transactions, and general ledger maintenance. The audit and review of staff work is key to maintaining strong internal controls and mitigating errors to financial statements and/or failure to adhere to required state statutes related to overpayments. This position will serve as an RAB Subject Matter Expert in assigned functional areas and will more independently work on improving the efficiency and effectiveness of that area by developing and maintaining additional on and off-system processes and procedures.

This position is responsible for independently performing the most complex financial calculations; managing and maintaining multiple accounting systems for the benefit plans and administrative operations of the Department; and the development and preparation of stand-alone departmental financial records in accordance with GAAP. As an advanced level accountant, this position is required to develop and maintain full knowledge of applicable rules in Wisconsin Statutes, Chapter 40, and Wisconsin Administrative Code, Chapter ETF 10, and applicable IRS codes related to taxation and pensions. This position is also actively involved in the analysis, development, and implementation of procedures to ensure the most efficient, effective, and economical implementation of work plans and/or procedures. This position will provide back-up to the Bureau Director, as assigned.

GOALS AND WORKER ACTIVITIES

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| 40% | Goal A: | Performance of Lead Worker duties and responsibilities for the accounting and financial reporting of the WRS and other benefit programs as related to treasury, contributions, receivables and collections, fund transfer activities, and general ledger maintenance. Provision of expert technical assistance to staff and management. |
| | Worker Activity | |
| | A.1 | Plan and guide the activities of staff members. Delegate assignments to staff under direction of the Financial Management Supervisor. |
| | A.2 | Train and audit the work of staff as directed. Monitor progress of assigned trainee(s), respond to questions, and keep management informed of any concerns and/or problems. Recommend improvements to section training plans. |
| | A.3 | Monitor staff for performance, meeting guidelines and adherence to policies and procedures. |
| | A.4 | Provide training on new/changing procedures to affected staff within and outside the Section as directed. |
| | A.5 | Provide guidance to and review the work of other accountants. |

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A.6 Resolve complex team member questions on financial calculations, reconciliations, related processes, and the preparation of general ledger entries.

35% Goal B: Execution of the most complex accounting functions for the WRS and other employee benefit plans including annual and monthly reconciliations and allocations as well as preparation of financial information for inclusion in the Department's Annual Comprehensive Financial Report (ACFR).

Worker
Activity

- B.1 Analyze revenue, expense, and reserve accounts in order to prepare accrual, adjusting and closing journal entries in accordance with GAAP.
- B.2 Identify and analyze changes in participant and employer reserves in order to prepare monthly and year end adjusting journal entries in accordance with GAAP.
- B.3 Pre-audit journal transactions, including the most complex transactions, prior to final approval by management.
- B.4 Provide backup to the Retirement Accounting Bureau Director by reviewing complex calculations and financial materials and approving assigned voucher and journal entries that have been pre-audited by a senior team member.
- B.5 Research and resolve accounting discrepancies and irregularities.
- B.6 Perform variance analysis and prepare account reconciliations.
- B.7 Assist with the year-end close process.
- B.8 Complete assigned work related to the preparation of the ACFR by collecting, analyzing, and reconciling account information.
- B.9 Provide audit support. Prepare or coordinate the preparation of auditor requested material.

10% Goal C: Coordination and collaboration with various organizational units both internal and external to ensure cross unit functions are handled correctly and efficiently.

Worker
Activity

- C.1 Serve as Trust Finance liaison with internal and external parties to answer questions relating to employer account activities, contributions, special payments to members, treasury processes, and receivables and collections functions.
- C.2 Serve on designated payables and receivables related committees internally and externally.
- C.3 Coordinate activities of this section with co-lead worker within the Bureau.

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- 10% Goal D: Lead policy/process reviews and implementation of policy decisions, process changes, and action plans within DTF and other organizational units.
- Worker Activity
- D.1 Develop, maintain and/or review complex fiscal policies and procedures.
 - D.2 Represent section/bureau operations in policy/process review exercises and business re-engineering discussions.
 - D.3 Lead analysis of risks and internal controls related to the Retirement Accounting Bureau financial processes.
 - D.4 Recommend changes to process and controls as needed to mitigate the risk of errors or discrepancies and to ensure accuracy.
 - D.5 Anticipate and provide solutions to complex business or operations problems. Identify opportunities for improvements in section/bureau processes, changes needed to implement business re-engineering and/or strategic plan objectives, and proposed statutory and administrative code language changes to enhance service and efficiency. Collect input from affected stakeholders. Evaluate alternatives, develop conclusions, and make recommendations.
- 5% Goal E: Performance of other tasks as assigned by the Retirement Accounting Bureau Director.
- Worker Activity
- E.1 Identify, recommend, and assist with implementing opportunities for efficiencies through automation of manual processes or improvements in existing automated systems.
 - E.2 Keep current with accounting standards, technology, GAAP, and internal control policies and procedures as required through training, webcasts, individual efforts, etc.
 - E.3 Analyze the effect of proposed or new legislative changes on Bureau processes and the assist in determination of changes to processes or accounting results.
 - E.4 Respond to the most complex financial related questions.
 - E.5 Perform special projects as assigned.

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KNOWLEDGE, SKILLS, AND ABILITIES

1. Effective written and oral communication skills.
2. Effective planning and organizational skills.
3. Leadership skills.
4. Full knowledge of and demonstrated ability working with State accounting system and State accounting manual.
5. Advanced knowledge of Generally Accepted Accounting Principles applicable to state and local governments and principles applicable to trust funds.
6. Advanced knowledge of the principles of internal control.
7. Knowledge of actuarial theory and methods as applied to employee benefit plans.
8. Strong analysis and data gathering techniques.
9. Ability to identify and assess risks and evaluate financial internal controls to mitigate such risks.
10. Ability to develop, maintain and monitor sound internal controls.
11. Strong ability to analyze, research and interpret complex financial standards.
12. Ability to develop financial policies and procedures.
13. Ability to effectively lead, guide, and coordinate work of staff.
14. Ability to develop and maintain a work climate that encourages cooperation and teamwork.
15. Ability to analyze facts and problems, infer and decide on potential and appropriate solutions.
16. Project management skills.
17. Intermediate skill in the use of computers and software systems and programs (e.g., Microsoft Office, etc.).
18. Advanced Excel skills such as pivot tables and pivot reporting, data set analysis, advanced formulas, and VLOOKUP.
19. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.
20. Full knowledge of Wisconsin Statutes, Chapter 40 and Wisconsin Administrative Code, Chapter ETF 10, and applicable IRS codes related to taxation and pensions.
21. Ability to work independently and collaboratively as part of a team.