

**Position #016797**  
**Accountant – Senior**  
**Department of Trust Finance**  
**Retirement Accounting Bureau**

**POSITION SUMMARY**

This position, under the general supervision of the Financial Management Supervisor, is responsible for performing accounting functions for the Wisconsin Retirement System (WRS) related to monthly and weekly annuity and separation benefit payments, additional contributions, and service purchases. This includes performing detailed payment verification and reviews for WRS annuitants and related parties as well as accurately accounting for these transactions. The position is responsible for reconciliation of accounts across multiple sources and systems, appropriations, funds, and 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 requires knowledge and application of federal and state laws, statutes, administrative code, and departmental policy affecting annuitant benefits (Sections 40.06, 40.23, 40.24, 40.25, 40.27, 40.73, 40.74, Employer Manuals and IRS rules) as well as professional accounting theories and principles.

This position is actively involved in complex reconciliations, analytical reviews, and resolving disparate member account data in financial records for multiple benefit programs, including the Core and Variable Retirement Funds, the Police and Firefighters Pension Fund and the Duty Disability Program. Having full GAAP knowledge, this position works with activities reported in multiple GAAP funds included in Pension and Other Employee Benefit Trust Funds, Agency and Enterprise fund types in several statutory funds with multiple appropriations.

This position is also assigned WRS annual processing duties, auditing WRS member account adjustments, including for those related to abandoned account write-offs, reestablishing accounts, Qualified Domestic Relations Order (QDRO) splits, maintaining the member database, and processing the related general ledger entries to account for the adjustments. It is responsible for year-end journal entries for WRS financial reporting, including but not limited to year-end accrual entries and the year-end entry to the annuity reserve. In addition, the position is responsible for reviewing accounting functions, policies, and procedures for efficiencies and effectiveness.

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 AND WORKER ACTIVITIES**

**40%      GOAL A. Management and processing of annuity and separation benefit payments**

- A1. Process and audit annuity payment vouchers. This entails validating system data from preliminary payroll runs, verifying member counts from the retirement calculation download process, validating system output sent to TPAs, auditing accounting entries and accounts payable vouchers in the statewide accounting system (STAR) to payment system, and coordinating with DOA for release and final approval of all payments made.
- A2. Complete monthly allocation of monthly and weekly benefit payments to the annuitant reserve from employee, employer, additional, and undistributed earnings reserve.
- A3. Reconcile system reports to monthly and weekly vouchers approvals in the general ledger to ensure that all accounts have been updated for benefits approved.
- A4. Independently process monthly and weekly benefit payments. This includes verifying funding strings and providing documentation for payments for member accounts and benefit vendors.
- A5. Prepare and audit documents that reallocate funding to weekly lump sum benefits from the high-level initial funding coded in the statewide accounting system (STAR) to the detailed, final funding sources. From these documents prepare needed accounting transactions to accomplish the reallocation.
- A6. Prepare documents that reallocate funding for monthly annuity benefits from the high-level initial funding coded in the statewide accounting system (STAR) to the detailed, final funding sources. From these documents prepare needed accounting transactions to accomplish the reallocation.
- A7. Research and resolve issues related to the monthly or weekly payroll processes. Adhere to time sensitive deadlines and collaborate with other business units, including IT, to resolve the issues. Recommend solutions to improve the payroll process as needed.
- A8. Prepare and transmit federal and state tax withholding documents to ensure timely processing and payments.
- A9. Ensure adherence to regulations on tax withholding, levy payments, child support payments, and benefits payments.

**Position #016797**  
**Accountant – Senior**  
**Department of Trust Finance**  
**Retirement Accounting Bureau**

**30%**

**GOAL B: Management of WRS member accounts**

- B.1 Independently analyze and reconcile accounts in the WRS member database for adjustments and prepare/audit any required correcting entries.
- B.2 Prepare and audit adjustments to write-off accounts identified through reconciliation that meet the conditions identified in the ETF Accounts Receivable policy.
- B.3 Prepare and audit WRS member adjustments including those being divided in accordance with a court ordered Qualified Domestic Relations Order (QDRO). Monitor the process of obtaining documents pertaining to the order.
- B.4 Coordinate the data entry of benefit forms prior to loading benefits to accounts in the WRS member database.
- B.5 Independently maintain the WRS MS Access database and coordinate and resolve any discrepancies in its reconciliation with other WRS systems.
- B.6 Coordinate and reconcile daily and monthly reporting to ensure various technical systems are in sync.

**10%**

**GOAL C: Performance of complex accounting functions for additional contributions**

- C.1 Receive and record additional contributions from both employees and employers, verifying eligibility and providing accurate financial coding.
- C.2 Audit employee paid additional contributions for compliance and ensure funds are correctly loaded to member accounts.
- C.3 Reconcile monthly additional contributions received, logged, and recorded to member accounts and create and process general ledger entries to properly allocate the funds.
- C.4 Prepare and process member account adjustments for refunds for non eligible contributions, including creation of vouchers for payment.
- C.5 Evaluate and analyze additional contributions processes. Work independently to define and implement process improvements, including cross training team members.

**10%            GOAL D: Management and processing of service purchase applications and payments**

- D.1 Process plan-to-plan service purchase applications. Execute detailed analysis of all components of the purchase calculation, verifying accuracy of all numbers prior to processing the final purchase. Follow up with members/vendors on non-receipt of monies and, if necessary, recalculate the amount of service that can be purchased.
- D.2 Perform audits of service purchase applications and payments (including forfeited, qualifying and other governmental service) for completeness, service/payment calculation accuracy and compliance with statutes, rules and guidelines. Identify, research, and resolve discrepancies and communicate with appropriate staff.
- D.3 Conduct the service purchase load process to add both the fund and purchased service to member accounts.
- D.4 Evaluate and analyze service purchase processes. Work independently to define and implement process improvements, including cross training team members.

**10%            GOAL E: Development and review of accounting processes; performance of other duties as assigned**

- E.1 Provide backup for other accounting staff as assigned by the Financial Management Supervisor.
- E.2 Review selected accounting processes for efficiency, effectiveness, and appropriate controls.
- E.3 Develop recommendations for improvements to existing processes to achieve management goals.
- E.4 Develop implementation plans for compliance with GAAP.
- E.5 Independently identify and recommend opportunities for efficiencies through automation of manual processes or improvements in existing automated systems.
- E.6 Identify, recommend, and assist with recognizing opportunities for efficiencies through automation of manual processes or improvements, including working towards implementing a new pension administration system.

**Position #016797**  
**Accountant – Senior**  
**Department of Trust Finance**  
**Retirement Accounting Bureau**

E.7 Serve as a resource for other accountants in RAB, answer their questions and provide them with guidance on reconciliations, levy request approvals, etc.

E.8 Responsible for year-end journal entries for WRS financial reporting, including but not limited to year-end accrual entries and the year-end entry to the annuity reserve.

E.8 Perform other duties as assigned.

Revised 4/2024

**Position #016797**  
**Accountant – Senior**  
**Department of Trust Finance**  
**Retirement Accounting Bureau**

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to perform accounting functions (analyzing account balances, developing financial statements, conducting audits, etc.)
2. Ability to analyze and reconcile accounting/financial records and data
3. Ability to prepare journal entries and maintain ledger accounts
4. Ability to interpret and explain financial information
5. Effective written and oral communication skills
6. Ability to process complex payments (e.g., accounts payable, payroll, etc.)
7. Ability to apply accounting theory and principles, including Generally Accepted Accounting Principles (GAAP).
8. Advanced knowledge of the State accounting system and State accounting manual
9. Advanced knowledge of state and federal laws, rules, and regulations governing benefit programs
10. Ability to analyze facts and problems and recommend appropriate solutions
11. Knowledge of research and reconciliation methods and techniques
12. Ability to work collaboratively in a team environment
13. Ability to multi-task and set priorities
14. Knowledge of data analysis methods and strategies
15. Ability to develop and implement accounting procedures
16. Ability to develop and maintain working relationships with others at a variety of levels internal and external to the organization
17. Ability to analyze, interpret, and explain laws, rules, policies and procedures
18. Knowledge of automated accounting system process and operations
19. Ability to use complex and sophisticated personal computer-based software systems (e.g., Microsoft Windows applications such as Word, Excel, PowerPoint, etc.)
20. Skilled in using Microsoft Excel for accounting purposes

**Position #016797**  
**Accountant – Senior**  
**Department of Trust Finance**  
**Retirement Accounting Bureau**

21. Skilled in using accounting systems such as PeopleSoft Financials, Sage, NetSuite, Great Plains, or similar.
22. Knowledge of benefit administration systems using multiple interfaces, including interfacing with the general ledger
23. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures
23. Ability to maintain confidential information in accordance with policies, guidelines and direction from manager
24. Bachelor's degree in accounting is preferred