

14. POSITION SUMMARY:

This position, under the general supervision of the Financial Management Supervisor within the Retirement Accounting Bureau, is responsible for performing tasks associated with processing Wisconsin Retirement System (WRS) lump sum payroll as well as monthly annuitant payroll. This includes performing detailed benefit payment verification and reviews for WRS annuitants, their representatives, survivors, dependents, beneficiaries, attorneys, POAs, legal guardians, financial institution representatives, and tax authorities as well as accurately accounting for such activity. This position also assists with the processing of the weekly lump sum member payments from the ETF processing system to the statewide accounting system.

This position is responsible for complex reconciliations, analytical reviews, and resolving disparate annuitant payroll and account data in departmental records. This includes monthly payroll liability and expenses account reconciliations across multiple programs and funding structures for the department and processing complex journal entries for monthly reserve allocations.

This position manages complex payment workflows that include multiple system interfaces and Information Technology functions in accordance with Generally Accepted Accounting Principles (GAAP) as well as the Wisconsin Accounting Manual and state statutes and administrative codes. It serves as a liaison between various departments and sections on WRS payroll related topics and questions including third party administrators (TPAs), ETF employers and State working bank. 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 also assigned WRS annual processing duties, assists in auditing member WRS account adjustments, and 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.

- 40% Goal A: Management, coordination and processing of monthly payroll and annual payroll updates, including journal entries for related allocations and reconciliations.
- A.1 Process and audit annuitant payroll vouchers, including validating system data from preliminary payroll runs, verifying member counts from the retirement calculation download process, validating system output sent to TPAs, audit accounting entries and accounts payable vouchers in STAR to payment system, and coordinate with DOA for release and final approval of all payments made.
 - A.2 Complete monthly allocation of annuity payments to the annuitant reserve from employee, employer, additional and undistributed earnings reserve.
 - A.3 Provide technical guidance and expertise related to generating the monthly payroll.
 - A.4 Research and resolve escalated problems regarding the monthly payroll process.

Due to the time sensitive deadlines involved with payroll processing, problem resolution requires immediate and undivided attention. This requires working collaboratively with IT.

- A.5 Oversee, coordinate, and monitor WRS payroll processes to ensure they are completed accurately and timely and that appropriate follow-up occurs, including leading discussion and analysis of issues regarding payments, deductions, benefits, and taxation.
- A.6 Establish annual monthly payroll calendar showing deadline dates, system runs, etc. Coordinate scheduling and implementation with IT to execute data loads, file updates, etc., and verify results. Review, analyze and resolve processing problems and escalated follow-up issues.
- A.7 Manage, coordinate and validate annual rate changes for Life Insurance, VSP and other Third Party Vendor deductions. Review, analyze and resolve processing problems and escalated follow-up issues.
- A.8 Evaluate and analyze payroll processes to identify efficiencies, recommend process improvements and assist in implementing efficiencies, system enhancements, etc. Lead implementation efforts and communicate/train staff on changes in these areas.
- A.9 Maintain, with input from the payroll team, documented procedures for all payroll processes.

25% Goal B: Execution of complex detailed reconciliations of expense, liability, and reserve accounts including management of monthly health insurance reporting, reconciliation of annuitant health insurance and sick leave data and information.

- B.1 Complete complex monthly health insurance reconciliation and reporting by preparing plan summary sheets, payment and sick leave accounting vouchers, statistical information, and premium refund reports.
- B.2 Reconcile monthly state and local reports to ETF payroll system monthly payroll vouchers, ETF benefits programs and systems, and to expense and liability accounts within the general ledger.
- B.3 Coordinate and monitor monthly health insurance reporting and reconciliation processes to ensure they are completed accurately and timely and that appropriate follow-up occurs and all expected general ledger and financial transactions are accurate.
- B.3 Evaluate and analyze health insurance premium reporting and reconciliation processes to identify efficiencies and recommend process improvements, system enhancements, etc. Lead implementation efforts and communicate/train appropriate staff on changes in these areas.
- B.4 Identify, research, and resolve discrepancies between Department payroll data systems, other internal databases, and externally transmitted data files. Communicate and coordinate with insurance carriers, Milwaukee Teachers benefits staff, ETF IT staff, and other areas within ETF to update and maintain the accuracy of system data.

- 15% GOAL C: Maintenance of the benefit bridge and maintenance subsystems in order to update participant accounts for benefits taken and other monetary adjustments.
- C.1 Reconcile, edit, and finalize reports to single sum vouchers and monthly annuity reports to assure that all accounts have been updated for benefits approved.
 - C.2 Prepare journal entries as assigned to record in general ledger the maintenance done to participant accounts as reflected on the WEBS adjustment file.
 - C.3 Prepare documents reallocating funding for weekly lump sum benefits in general ledger.
 - C.4 Prepare and transmit federal and state tax withholding documents to ensure timely processing and payments.
- 15% GOAL D: Assist with WRS annual processing tasks and preparation of WRS financial statements.
- D.1 Prepare and audit WRS adjustments to member's accounts for a variety of functions including but not limited to variable transfers and interest crediting.
 - D.2 Prepare and audit year-end financial statement entries and complex reconciliations, including but not limited to annual entries to the annuitant reserve, process year-end accrual entries for benefit payrolls, and reconciliation of the reserve balances to general ledger and ETF subsidiary systems.
 - D.3 Create and maintain detailed processing procedures for year-end adjustments and reconciliations.
- 5% GOAL E: Performance of other tasks as assigned by the Retirement Accounting Bureau Director.
- E.1 Identify, implement, document and test internal controls for financial reporting.
 - E.2 Identify, recommend and assist with implementing opportunities for efficiencies through automation of manual processes or improvements in existing automated systems.
 - E.3 Responsible for updating existing policies, creating new policies and procedures and charts of accounts for updates in ETF systems.
 - E.4 Train and audit the work of new staff as directed. Monitor progress of assigned trainee(s), respond to questions and keep Financial Management Supervisor and lead worker informed of any concerns and/or problems. Recommend improvements to training plans.

Knowledge, Skills and Abilities

1. Ability to analyze, interpret, and explain laws, rules, policies and procedures.
2. Full knowledge and demonstrated ability applying professional accounting theory and Generally Accepted Accounting Principles (GAAP).
3. Full knowledge and demonstrated ability working with statewide accounting system (PeopleSoft Financials).
4. Effective written and oral communication skills.
5. Full knowledge of program design, implementation and operation of automated financial systems.
6. Intermediate skill and ability to use computer-based software systems such as word processing software and database software.
7. Advanced Excel skills such as pivot tables and pivot reporting, data set analysis, advanced formulas, and VLOOKUP.
8. Knowledge of payroll and benefit systems using multiple interfaces, including interfacing with the general ledger.
9. Full knowledge of state and federal laws, rules and regulations governing benefit programs.
10. Ability to develop and maintain effective working relationships with team and external stakeholders.
11. Full knowledge of auditing techniques.
12. Ability to multi-task and set priorities.
13. Ability to analyze facts and problems, infer and decide on potential and appropriate solutions.
14. Full knowledge of advanced reconciliation methods and techniques.
15. Full knowledge and demonstrated ability to analyze and interpret financial data.
16. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.