

Deputy Administrator, Division of Trust Finance
Finance Management Supervisor
Position #004240

SUMMARY:

The Department of Employee Trust Funds (ETF) administers retirement, health, disability and life insurance, and other benefit programs on behalf of over 600,000 state and local government members. The WRS is the 8th largest public pension fund in the U.S. and 25th largest in the world. The Division of Trust Finance (DTF) at ETF provides financial accounting for the benefit programs administered by the Department, including the Wisconsin Retirement System (WRS) public pension fund. This involves accounting and reporting for fifteen different GAAP funds, including fiduciary and proprietary funds.

This position reports directly to the Division's Chief Trust Finance Officer (CTFO) and functions as the Division's Deputy Administrator. Major responsibilities include leading the development, implementation, review and reporting on ETF financial internal controls; directing the preparation of assigned portions of the Comprehensive Annual Financial Report (CAFR), implementation of financial reporting changes in response to leadership, legislative, or Government Accountability Standards Board (GASB), and serves as the Continuity of Operations Plan (COOP) lead for DTF. The Director of the Financial Compliance Bureau, a subordinate supervisor which is responsible for the Department's financial reporting activities, reports to this position. In addition, this position will manage DTF Non-Retirement Program Accounting Operations and applicable staff. Work is performed under general supervision.

35% GOAL A: Leadership for ETF Internal Control Plan

- A.1 Lead and facilitate discussions with business process owners, subject matter experts, information technology (IT) staff and others to gather information and create documentation of business processes which identify and assess financial risks and internal controls.
- A.2 Lead and direct review of internal controls. Develop strategies to effectively measure and monitor internal processes, systems, resources, policies and procedures developed to mitigate risks and increase operational efficiency.
- A.3 Develop and implement educational programs addressing financial risks and internal controls and collaborate with management and staff to effectively incorporate mitigation strategies.
- A.4 Collaborate with staff throughout the Department to review and maintain the Department's internal control plan.

25% GOAL B: Division Management as Deputy Administrator

- B.1 Direct the development and/or implementation of assigned financial policies, procedures and standards used in accounting and financial reporting.
- B.2 Direct financial reporting changes to address new Government Accountability Standards Board (GASB) pronouncements, changes implemented by ETF leadership or legislative mandates.
- B.3 Direct the preparation for portions of the CAFR, in compliance with GASB pronouncements.

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- B.4 Work with Secretary's Office to maintain Division's Continuity of Operations Plan (COOP).
 - B.5 Participate as member of ETF Agency Management Council and as member of Agency Strategic Council in absence of Division Administrator or as directed.
- 20% Goal C: Management of Division's Non-Retirement Program Accounting Operations
- C.1 Develop, review, and revise standards and metrics for the processing of trust fund accounting transactions.
 - C.2 Monitor the processing of accounting transactions and updates to accounting records to assure adequate internal controls are in place, procedures are consistent, and accurate data is available for timely financial analysis and reporting.
 - C.3 Conduct final review and approve reconciliations of ETF financial data, including reconciliations to the state central accounting system and reports provided by third-party administrators.
 - C.4 Conduct final review and approve journal entries related to assigned program financial activity. This includes accrual or adjusting journal entries required for the fair presentation of the trust funds.
- 15% Goal D: Staff Supervision
- D.1 Hire and supervise staff. Develop or update staff position descriptions; hiring and retention strategies (mentoring/coaching, cross-training, succession planning). Develop onboarding process for new staff.
 - D.2 Prepare probationary employee workplans and conduct probationary reviews; prepare annual workplans and conduct annual performance evaluations; apply discipline, and resolve grievances.
 - D.3 Maintain a program of personnel/professional development for staff including but not limited to: access to instructor led short courses, online seminars, participation with work related state/federal organizations (AICPA, PPF, etc.), or attendance at work related conferences.
 - D.4 Provide direction and assistance in the implementation of the agency's Affirmative Action/Equal Employment Opportunity/Diversity, and health & safety programs.
- 5% Goal E: Professional Development
- E.1 Monitor developments in accounting and actuarial professions to keep current on best practices and current issues.
 - E.2 Participate in state/national organizations that provide insights into best practices in employee benefit plans and finance.

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E.3 Fulfill continuing education requirements to maintain job related skills and certification(s)

SPECIAL REQUIREMENTS

Certified Public Accountant Certification required at time of hire. Prior audit experience required, preferably with government pension and other employee benefit programs.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to lead and manage a diverse workgroup responsible for financial accounting transactions and reporting functions.
2. Ability to identify and assess risks and evaluate financial internal controls to mitigate such risks.
3. Ability to develop, maintain and monitor sound internal controls.
4. Ability to manage the generation of financial statements/annual financial reports.
5. Ability to analyze, research and interpret financial standards.
6. Ability to develop financial policies and procedures.
7. Knowledge of PeopleSoft financials.
8. Knowledge of Generally Accepted Accounting Principles (GAAP) applicable to state and local governments and principles applicable to trust funds.
9. Knowledge of CAFR preparation.
10. Knowledge of risk management principles and practices, including risk frameworks, risk appetite and tolerance levels, risk assessment, risk monitoring and reporting.
11. Experience developing and leading teams through risk analysis, internal control analysis, and operational risk heat map assessments.
12. Knowledge of actuarial theory and methods as applied to employee benefit plans.
13. Knowledge of the principles of funding employee benefit plans.
14. Knowledge of employee benefit plan design.
15. Knowledge of methods used to coordinate programs, policies, and procedures for major initiatives having a direct impact on stakeholders.
16. Knowledge of the design, implementation and operation of automated financial systems.
17. Knowledge of supervisory methods and techniques, including conflict management, effective delegation and training needs assessment.
18. Knowledge of strategic planning and goal setting techniques, for individuals and groups.
19. Knowledge of project management techniques and skills.
20. Knowledge of sound analysis and data gathering techniques.
21. Ability to lead, motivate and coordinate work of staff.

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22. Ability to develop and maintain a work climate that encourages cooperation and teamwork.
23. Ability to monitor and review staff performance against program standards.
24. Ability to provide training to staff.
25. Effective decision-making skills.
26. Excellent interpersonal skills and the ability to cultivate and maintain collaborative business relationships and interact positively with Department staff and external parties.
27. Ability to analyze facts and problems, infer and decide on potential and appropriate solutions.
28. Effective oral and written communication skills.
29. Ability to communicate technical information to non-technical staff.
30. Intermediate skill in the use of computers and software systems and programs (e.g. Microsoft Office).
31. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.
32. Ability to interpret and develop actions to be in compliance with GASB pronouncements.
33. Results-oriented, strong sense of urgency, self-motivated, organized, proactive, flexible, highly responsible, and adaptable.
34. Highly developed leadership and managerial skills.

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