

Wisconsin Technical College System
Auditor (School Finance)

POSITION SUMMARY

Under general supervision, this position is responsible for implementing and determining adherence to system-wide accounting, financial reporting and auditing requirements for the Wisconsin Technical Colleges. The position requires a comprehensive knowledge of governmental accounting, Generally Accepted Accounting Principles (GAAP) accounting as well as relevant Wisconsin Statutes and Federal Regulations. The position involves the design maintenance of integrated data systems and reports; performs analysis of data to evaluate operations and ensures compliance with federal and state regulations; and provides assistance and training to accounting staff at the WTCS districts and Community Based Organizations (CBOs). This position is also involved with complex financial calculations and analyses to determine cost allocation amounts, state aid distributions and program and material fee levels. This position is responsible for the agency's financial records for grants and contracts. In addition, this position manages fiscal and grant activities such financial reports and aid payment vouchers.

GOALS AND WORKER ACTIVITIES

30% A. Perform complex financial audits including cost allocations, state aid distributions, and program and material fee levels.

- A1. Evaluate and calculate a variety of cost allocations to be used as the basis for the general state aid distribution calculation.
- A2. Calculate actual and ad-hoc general state aid and annual program and material fee rates.
- A3. Calculate general state aid distributions in accordance with current outcomes-based funding measures.
- A4. Research, analyze, interpret and document alternative reimbursement methodologies.
- A5. Participate in the performance of trend analysis of district data to evaluate state aid and student fee levels.
- A6. Participate in workgroup discussions related to program fees and student financial aid budgets.

30% B. Process and coordinate the agency financial records for grants and contracts awarded from a variety of funding sources.

B1. Develop and maintain procedures for recording all grant information into the WTCS Grants database and maintain Excel worksheet files for all individual funding sources.

B2. Review and resolve all fiscal compliance problems with the Education Consultants on projects submitted for WTCS grant funding.

B3. Serve on all project review committees and provide input on fiscal issues to the reviewers.

B4. Provide guidance to district staff and interpret complex rules, regulations, and specific requirements related to grant funding. Review annual grant guidelines and recommend changes as required.

B5. Send grant award notifications after all application requirements have been met and funding has been approved by the WTCS Board. Grant award letters are sent after WTCS receives the award from the U. S. Department of Education or upon approval of the state biennial budget.

B6. Review grant agreements, federal regulations, and state statutes for changes to financial requirements.

B7. Determine the amount of unspent funds by programs and make recommendations to management on the use of these funds.

B8. Review Maintenance of Effort (MOE) requirements, determine MOE amounts, and make recommendations for changes.

25% C. Manage the development, design and maintenance of complex, integrated system-wide information systems and financial reports.

C1. Work with the IT development team and program staff to implement data system modifications to meet emerging data needs and changes in financial policy or federal and state regulations.

C2. Provide technical assistance materials and training related to the WTCS data systems to staff at the districts and Community Based Organizations (CBOs).

C3. Conduct analyses of district data submissions, evaluate the accuracy of the data and ensure compliance with state and federal reporting requirements.

C4. Conduct independent district reviews to monitor and evaluate the implementation and effectiveness of system-wide operational and financial policy, ensure compliance with WTCS reporting requirements.

C5. Participate in the WTCS system advisor group as the financial reporting representative.

15% D. Manage fiscal and grant activities throughout the agency.

D1. Prepare financial status reports for all agency administered funding.

D2. Work with district staff and WTCS Office staff on funding questions and the processing of budget revisions.

D3. Review financial reports for compliance based on federal regulations and state policies.

D4. Prepare aid payment vouchers to districts monthly via the STAR system through the Access database system using a journal uploader.

D5. Prepare aid payment vouchers to CBOs when submitted via the STAR System.

D6. Maintain grant awarded activities in detail and summary in financial system via the Grant Access Database system.

D7. Recommend changes to the Grant Access Database as necessary. Work with programmers/analysts to implement and test the changes.

D8. Daily management of expenditures, revisions, audit adjustments, audit exceptions, encumbrances and liquidations to individual district accounts.

D9. Prepare and submit on an annual basis the federal financial status report (FSR) to the U.S. Department of Education for Perkins and AEFL.

D10. Provide backup to general agency accounting functions.

D11. Participate in professional development activities.

D12. Lead and participate effectively on internal teams.

D13. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current accounting principles and standards including generally accepted accounting principles (GAAP).
- Knowledge of governmental accounting, auditing and financial reporting principles.
- Ability to prepare, analyze and reconcile complex accounting reports and statements.
- Knowledge of Wisconsin Statutes, federal regulations and administrative rules.
- Knowledge of detailed functions of Excel, Word, Access database and the state's accounting system (STAR).
- Knowledge of state and federal grants administered by the WTCS Board.
- Knowledge of state purchasing card guidelines.
- Knowledge of state travel guidelines.
- Ability to reconcile records, interpret data and make effective financial recommendations and decisions.
- Ability to develop and interpret detailed financial statements.
- Ability to represent the agency in a positive and professional manner.
- Strong analytical and problem-solving skills.
- Ability to represent WTCS in a professional and positive manner.

SPECIAL REQUIREMENTS

- Travel is required for up to 10% of this position's duties.