

Accountant – Senior
Budget Accountant

POSITION SUMMARY

Under general supervision, this position is responsible for overseeing all transactions related to finance, budget, accounting, and purchasing for the agency. This position requires in-depth knowledge of governmental accounting, Generally Accepted Accounting Principles (GAAP) accounting, and relevant Wisconsin statutes and federal regulations. This position will also manage the year-end close for the agency. In addition, this position will manage the operating budget, purchasing card processing, travel reimbursement processing and expenditure transaction processing for the agency. This position reports to Associate Vice President of Finance and Management Services.

GOALS AND WORKER ACTIVITIES

40% A. Manage the accounting and financial transactions for the agency.

A1. Direct the development, maintenance, and utilization of the agency accounting systems for all funding sources including GPR, federal grants, and program revenue accounts.

A2. Process transactions through the State's accounting system.

A3. Monitor financial transactions to ensure compliance with budgeted funds available.

A4. Plan and direct the development of indirect cost rates for the purpose of recovering administrative costs. Ensure all indirect cost proposals and methodologies are following Federal Cost Principles.

A5. Prepare and maintain agency accounting and financial records.

A6. Prepare ledger adjustments and reconciliations for all agency receipts and disbursements.

A7. Monitor agency accounts against allotments and identify potential problem areas such as overdrafts or incorrect spending patterns.

A8. Create and establish content of detailed analysis worksheets to monitor federal and state shares of expenditures.

A9. Monitor grant expenditures and prepare financial reports to the granters and maintain appropriate records to satisfy Federal and State audits.

A10. Prepare and submit grant funding reimbursement requests.

A11. Set up and maintain chartfields for the agency.

15% B. Manage fiscal month-end close, year-end close, and GAAP reporting.

B1. Prepare the agency monthly and annual reconciliations, year-end reports and closing entries for the DOA.

B2. Coordinate the annual encumbrance review for the department. Interpret state statutes and DOA guidelines related to the carryover of encumbrances and appropriation types. Liquidate encumbrances as appropriate.

B3. Participate in the year-end reconciliation process by reviewing various appropriations to ensure that all transactions have been entered correctly on the statewide accounting system. Analyze account balances to ensure that all transactions have been recorded appropriately.

B4. Ensure that all required lapses and transfers occur timely and accurately.

B5. Assist DOA in the preparation of the annual GAAP basis financial statements, and any required financial reports for the Legislative Audit Bureau.

25% C. Manage agency operating budget.

C1. Collect and communicate essential fiscal information to the management team. Prepare and interpret fiscal reports affecting management decisions concerning program evaluation and budget development.

C2. Develop and maintain automated reports. Generate periodic reports and provide updates regarding the agency's financial position to the management team.

C3. Provide agency budget administration and control function. Provide consultation to agency policy staff in preparation of the biennial budget requests through financial data and cost analysis.

C4. Prepare or coordinate and submit to DOA all required Biennial Budget Request documents.

10% D. Manage purchasing card processing for agency.

D1. Review and audit purchasing card statements for supervisory approval, documentation, and adherence to state purchasing card guidelines.

D2. Approve purchasing card transactions in STAR, ensure correct coding is applied and documentation is attached to the electronic statement.

D3. Act as the agency's purchasing card administrator. Open new accounts. Close accounts due to employee termination, lost credit cards, or stolen credit cards. Notify employees of changes to the program. Train new staff on purchasing card procedures.

10% E. Manage travel reimbursement transaction processing for agency.

E1. Review and audit travel reimbursement requests for supervisory approval, appropriate documentation, and adherence to state guidelines. Train new staff on expenditure reimbursement procedures.

E2. Approve and audit travel reimbursement requests in STAR, ensure coding is accurate, and necessary documentation is attached.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of accounting principles and theory.

2. Ability to prepare and analyze complex accounting reports and statements.

3. Skill in application of financial analysis and reconciliation.

4. Knowledge of Wisconsin Statutes, federal regulations, administrative rules and directives particularly related to budgetary procedures.

5. Ability to manage and oversee projects.

6. Knowledge of GAAP Accounting.

7. Ability to problem solve complex issues.

8. Strong interpersonal skills.

9. Knowledge of policy development methods.

10. Ability to mentor and train others.

11. Effective oral and written communication skills, including presentation skills

12. Strong organizational and prioritizing skills.
13. Technical skills to effectively understand and use software and technology tools including Microsoft (Excel, Access, Word, PowerPoint, etc.)
14. Ability to use Peoplesoft Finance and HCM effectively.
15. Skill in applying state funding sources and allocations to task reporting.
16. Ability to represent the agency in a positive and professional manner.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
- Travel is required for up to 10% of this position's duties.