

## Position Description – Accountant-Senior

### 14. Position Summary

Under general supervision of the Financial Program Supervisor of the Division of Administrative Services, this position is responsible for administrative accounting functions and performs financial management services for the Wisconsin Historical Society. This position implements, monitors, manages, and updates accounts relating to all Society accounting and financial records including but not limited to: accounts payable; asset management; accounts receivable; endowments, grants, facility projects, and federal support payments; the procurement card program; and tax reporting. This position performs monthly and quarterly reconciliation to both the Department of Administration (DOA) statewide accounting systems and the internal operating budgets. This position establishes and maintains accounting records and reports in accordance with Generally Accepted Accounting Principles (GAAP). This position develops and maintains the Society's automated financial system. The tasks of this position are actively performed primarily using the STAR accounting system.

This position develops and implements new accounting controls; reviews complex accounting documents and develops accounting policies and procedures which accurately control and reflect the Society's financial position and the results of operations; participates in month-end and year-end closing procedures; serves as a consultant to the Society's divisional personnel; implements the annual fiscal year conversion process; prepares financial plans, financial status reports, and requests for reimbursements for federal support in assigned subprogram areas; documents the flow of transactions affecting federal programs to ensure accuracy and compliance with regulations; serves as the primary Legislative Audit Bureau contact for audits and monitors findings to resolve outstanding audit findings; participates in the construction project accounting process; and reconciles funds related to facility projects. The Society utilizes a complex program structure with seasonal variation in activities, so the employee must maintain detailed knowledge of the Society's seasonal calendar and must prioritize tasks based on changing internal customer needs.

### 15. Goals and Worker Activities

#### 30% A. Manage the Society's accounting system.

- A1. Recommend, implement and maintain accounting and auditing policies and procedures that are consistent with policies established by DOA. Monitor the adherence to these procedures to ensure they are consistently followed in the Society. Monitor internal control processes to ensure the controls provide adequate protection and that there is consistent compliance.
- A2. Monitor and process transactions within STAR by appropriations and by programs.
- A3. Educate agency staff on changes to existing policies or the development of new policies. Provide training and technical assistance on financial activities within the Society.
- A4. Develop, maintain, and perform procedures for evaluating and processing fiscal transfers. Monitor and report transfers within appropriations, by program, and by other formats as directed.

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- A5. Recommend the development of, and maintain as required, changes to a chart of accounts, program codes, and use code data to facilitate effective monitoring of Society fiscal resources.
  - A6. Analyze, maintain, and reconcile Society financial information, fixed asset, and inventory records with DOA's computerized accounting records on a monthly, quarterly, and annual basis, to identify coding errors or system problems. Prepare transactions necessary to correct such errors or problems.
  - A7. Direct and prepare annual reconciliation of the Society's financial records. Prepare adjusting entries as needed to certify that the Society is in agreement with DOA records. Prepare Accounts Receivable reports for submission to the Legislative Audit Bureau.
  - A8. Prepare indirect cost proposals as needed for submission to Federal and State granting agencies.
  - A9. Identify required approvals of Society financial transactions, assess the impact upon Society resources, and notify the Financial Program Supervisor of potential outcomes.
  - A10. Manage non-STAR accounting funds, which can include contingency and petty cash funds.
  - A11. Serve as Audit Liaison with the Department of Administration's Controller's Office, the Legislative Audit Bureau, or other external agencies. Attend the Financial Manager's Council as directed.
  - A12. Serve as the Society contact/liaison for Single Audit requirements per Federal and State accounting policies.
- 20% B. Provide financial reports.**
- B1. Prepare fiscal reports, as well as the annual fiscal year reconciliation of agency records. Assure the accuracy of transactions, including corrections to financial records and prior year encumbrances.
  - B2. Review the State of Wisconsin Uniform GAAP Conversion Policies and Procedures manual and attend applicable training sessions. Evaluate technical and procedural changes and identify modifications necessary to accommodate the GAAP report requirements for administrative accounting.
  - B3. Define and establish procedures to ensure all year-end adjusting entries are reviewed in compliance with GAAP reporting requirements.
  - B4. Prepare GAAP entries and financial reports to meet GAAP and statutory requirements.
- 20% C. Coordinate payment and receipt processing.**
- C1. Develop and maintain Society policies and procedures related to the proper receipt and disbursement of funds. Incorporate appropriate internal control mechanisms. Maintain a working knowledge of State requirements in these areas and work to ensure that the Society's policies are current and updated in a timely manner.

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- C2. Oversee maintenance of the Society's automated and manual accounts payable system procedures.
- C3. Review and approve payments for proper chartfield coding, appropriateness, timeliness, or other factors prior to final processing within STAR and other systems. Educate Society staff in their capacity as threshold approvers within STAR for appropriateness within their program areas.
- C4. Review and approve payments including those related to payroll activities. Review vouchers for proper coding and make corrections as appropriate.
- C5. Oversee the deposit process, to receive incoming checks and cash for submission to the State Treasury.

**10% D. Management of federal grant financial report preparation and submission.**

- D1. Review proposed grant and project budgets with program managers for feasibility and appropriate use of agency matching funds.
- D2. Maintain necessary financial records to ensure audibility, compliance of grant reports, and requests for grant reimbursement.
- D3. Work with project managers to assure regular reporting of match expenditures to meet grant-reporting deadlines.
- D4. Using STAR and other system reports and match reports, prepare and submit interim and final financial reports to grantor agencies.
- D5. Prepare requests for grant reimbursements in accordance with the established schedule in order to meet annual audit requirements.
- D6. In coordination with the agency's Deputy Director, prepare and submit the annual federal indirect cost proposal.

**20% E. Monitor the Society's use of the STAR Statewide Accounting System.**

- E1. Plan, monitor, and prepare STAR procedure reviews and annual control documents; recommend corrections and implement them as directed.
- E2. Identify subject matter developments in STAR that are relevant to the Society, notify the Financial Program Supervisor, and participate in testing and implementation as appropriate.
- E3. Monitor the Society's Chartfield Request Process for identifying potential changes to the Society chart of accounts, program codes, and other use code data collection. Perform the process consistent with Society and DOA policies.
- E4. Monitor STAR system use, and provide assistance to staff users. Recommend corrections, improvements, training, and upgrades as appropriate.

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**Knowledge, Skills and Abilities Required:**

- Knowledge and application of professional auditing and accounting theory, principles and standards, such as GAAP and GAAS.
- Knowledge and experience with interpretation and analysis of complex databases for reports, financial statements and other materials pertinent to the determination and evaluation of fiscal management practices and results.
- Knowledge of state government fiscal system, state government and fund accounting.
- Knowledge of automated accounting system processes, databases and spreadsheets and operations, including demonstrated ability to work with computerized accounting systems including STAR.
- Ability to communicate effectively both verbally and in writing.
- Demonstrated ability to work effectively with a broad range of professional level employees and organizational units.
- Ability to exercise good judgment in the application of Society fiscal policies.
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- Ability to travel independently throughout Wisconsin as necessary.
- Able to legally operate a motor vehicle from the Wisconsin Department of Administration State Fleet.

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