

## POSITION SUMMARY

Under the general direction of the Financial Program Supervisor, this position is responsible for performing accounting, pre-auditing, auditing, and bookkeeping duties of a high level of complexity which do not require knowledge of professional accounting or auditing theory. This position is responsible for preparing, processing, analyzing, and/or maintaining the financial records for DSPS Plans and Mobiles. This position is also responsible for advising, training, and providing procedural assistance to various levels of users about receipt processing, accounts receivable, bad debts, refunds, and related financial systems.

This position is responsible for understanding the financial rules and regulations for a broad variety of complex funding sources and cost distribution patterns; participating in the development and maintenance of financial data recordkeeping systems for multiple program areas; using personal computers or other automated systems; reviewing critical data and analyzing and presenting data to management and making recommendations for improving the operation; understanding multiple specialized program areas and their financial rules and regulations which provide guidelines in addition to those established by the State of Wisconsin Department of Administration Bureau of Finance; and referencing large volumes of non-routine pre-audit programs. This position is also expected to have advanced knowledge of and demonstrated ability in working with the state accounting (WISMART) system.

### **30% A. Provide cashiering services for Plans and Mobile Payments.**

- A1. Process receipts (i.e. Plans and Mobiles) by entering correct information into appropriate cashiering systems. Review any necessary documents to ensure transactions are processed in accordance with State and DSPS policies and procedures.
- A2. Balance data to the receipt totals for accuracy. Reconcile all variances and notify supervisor of any errors.
- A3. Verify all checks are endorsed for submission to the State Controller's Office.
- A4. Respond to internal and external inquiries related to status of receipt processing.
- A5. Prepare reports as requested and needed.

### **30% B. Manage the accounts receivable and bad debts for the Department. Work with customers, collection agencies, and the Department of Revenue (DOR) on debt collection activities. Assist the Bureau of Budget and Finance Fiscal Services Unit Accountants as necessary as related to these activities.**

- B1. Maintain listings of all Department receivables and bad debts and verify accuracy.

- B2. Ensure late notices are sent to customers and those with outstanding accounts due to the Department on a prescribed schedule (30, 45, 60, 90 days). Send final collection letters prior to turning debt over to DOR or the collection agency.
- B3. Work with DOR on establishing process to submit debts to DOR for collection.
- B4. Coordinate activities with and submit debts to DOR and the debt collection agency. Obtain updated information on status of debts. Maintain updated information in the Department databases and financial systems.

**15% C. Perform activities and provide program assistance in the Bureau of Budget and Finance Fiscal Services Unit.**

- C1. Develop, implement, and maintain filing systems.
- C2. Identify steps to improve processes and procedures.
- C3. Implement and advise other staff members in process changes.
- C4. Anticipate, perform, and coordinate support activities.
- C5. Represent the Bureau of Budget and Finance Fiscal Services Unit on special projects as assigned.
- C6. Maintain confidentiality of all actions within the Bureau of Budget and Finance Fiscal Services Unit necessary and deemed appropriate.
- C7. Prepare JV documents as requested by Bureau Director and/or the Financial Program Supervisor.
- C8. Provide training to staff as requested and needed.
- C9. Process daily system updates (for example, CommApps) as required.
- C10. Provide backup for Program 2 receipting responsibilities as requested.

**10% D. Analyze, audit, and process Program 1 and Program 2 refund requests utilizing department systems and procedures. Ensure compliance with WI State Accounting Manual and DSPP policies and procedures.**

- D1. Audit the Program 1 and Program 2 refunds for legality, propriety, accuracy, and authenticity of the claims.

- D2. Contact supervisors or other designated individuals to clarify or verify information.
- D3. Disallow claims that do not conform to State or DSPS policies or regulations.
- D4. Answer questions pertaining to State or DSPS refund policies and procedures.
- D5. Verify lack of delinquent and outstanding invoices prior to the processing of refunds using Department databases.
- D6. Return Program 1 and Program 2 requests for refunds to Financial Specialist 2 for creation of P1 documents into WISMART.
- D7. Maintain timely processing of all incoming refund requests.

**5% E. Act as Bureau of Budget and Finance Fiscal Services Unit Group IT Administrator for software programs (i.e. Regulated Objects and CommApps).**

- E1. Provide system access to staff as requested by the Financial Program Supervisor.
- E2. Acts as the system tester when software upgrades are implemented.

**5% F. Act as backup for Financial Specialists in the Revenue area.**

**5% G. Perform other duties as assigned or apparent.**

**Knowledge, Skills and Abilities**

1. Knowledge of generally accepted accounting principles and practices.
2. Knowledge of financial accounting systems (for example, WISMART, DOA FIRSt, and Purchase Plus).
3. Knowledge of governmental appropriations and Chapter 20.
4. Knowledge of cashiering guidelines and procedures.
5. Knowledge of the State Accounting Manual.
6. Knowledge of state debt collection guidelines and procedures.
7. Effective oral and written communication skills.
8. Effective time management skills.
9. Ability to interpret the State Accounting Manual.
10. Ability to use Microsoft Office, specifically Word and Excel.
11. Ability to meet deadlines.
12. Ability to follow directions and department procedures.
13. Ability to update and maintain daily activities on the MS Outlook calendar using the procedure established by the Financial Program Supervisor.
14. Ability to work in collaboration in teams.
15. Ability to represent DSPS in a professional and positive manner.