

Accountant

POSITION SUMMARY

This position will assist higher level Accountants in performing accounting duties to include: development, implementation, maintenance and coordination of existing and new financial accounting systems (i.e. WISMART, PeopleSoft (future)), reviewing and preparing the year-end accounting records for the DOA, managing accounts receivable, and performing account reconciliations and reallocations. In addition, this position will assist with analyzing, developing, and implementing Accounting policies, procedures, reports and practices for the agency. The accounting duties require the knowledge and application of professional accounting theories and principles. Work is performed under close progressing to limited supervision.

TIME %

GOALS AND WORKER ACTIVITIES

35%

A. Assist Accountant Senior in performing the following department accountant duties

- A1. Assist in the development, implementation, and maintenance of financial accounting systems (such as WISMART) by coordinating updates to the Chart of Accounts (i.e., fund, organization, appropriation, and reporting categories); WISMART PACS Table for interface with central payroll; and General Services Billing (GSB) System specific to DSPS. Create and maintain customer use codes and UW Store accounts for the program areas as requested.
- A2. Develop and maintain extensive working knowledge of current computer applications, both mainframe and PC based applications.
- A3. Act as the department financial accounting systems (such as WISMART) Expert. Act as a resource person for the financial accounting systems-related questions for the department. Interpret reports and provide clarification to management and staff as requested and needed. Provide direction and assistance to Financial Specialists regarding entering encumbrances, expenditures, and revenues, etc., into the financial accounting systems.
- A4. Oversee Department Revenues and Expenses. Oversee the process related to revenue deposits (lock boxes and EPay accounts) received, recorded, and processed by the State Controller's Office. Prepare year-end adjustment entries to recognize the revenue and accounts receivable to the appropriate fiscal year. Reconcile report totals to the program revenue appropriation totals found in the financial accounting systems. Coordinate work with other agencies and ensure accounting transfers and invoices are handled correctly and timely. Update the year-to-date expenditure, revenue, and encumbrance balances for all activities.
- A5. Establish and maintain financial systems, databases, and/or spreadsheets which document accounts requiring tracking and future reporting. Prepare reconciliations and reports as needed.
- A6. Prepare payroll and fringe payment adjustments provided by the department's payroll coordinator including manual PR documents for submission to central payroll; supplemental payroll checks; returned checks; and ACH deposits.
- A7. Assist with the management of department indirect costs. Assist department budget staff with the preparation of the annual Indirect Cost Rate Proposal for submission to the department's federal cognizant

agency. Assist and maintain the departmental indirect cost allocation plan to distribute department-wide indirect costs to the various organizational units. Develop cost allocation plans for the department to allocate costs to the various state and federal funded programs.

25%

B. Assist Accountant Senior in reviewing and preparing the year-end accounting records for submission to the Department of Administration (DOA) by established deadlines.

- B1. Participate in the fiscal year reconciliation of department accounting records, including reviewing and approving adjustments to the accounting records.
- B2. Prepare program revenue overdraft statements by established due dates, prior to submission and signoff by the Budget and Finance Director. Follow-up on any questions raised by DOA. Develop a plan for coverage of any overdrafts.
- B3. Prepare GAAP financial statements (in accordance with generally accepted accounting principles and DOA guidance) by established due dates. Answer questions asked by DOA and/or the Legislative Audit Bureau (LAB) relating to GAAP financial statements.
- B4. Act as liaison and consult with federal officials, state auditors, and independent auditors regarding all federal and state programs and projects. Provide direction and technical assistance to Financial Program staff, management, and outside agencies. Answer questions for LAB, DOA, and federal auditors. Attend audit entrance and exit conferences. Provide written responses to audit findings and recommendations. Ensure all materials and documentation required by auditors is made available to them in a timely manner. Respond to letters requiring complex interpretive answers and compose and forward letters of transmittal and acknowledgment. Prepare and review special analytical reports upon request from management. Provide training to contract vendors through organized group training and informal telephone conferences.
- B5. Manage 1099 forms and process. Review 1099 tax forms. Verify the accuracy of the forms. Provide correction to DOA prior to final submission of forms. Prepare 1099 corrections, as necessary and appropriate.

15%

C. Assist Accountant Senior in mentoring Financial Specialist positions.

- C1. Help train staff in the areas of maintaining and analyzing financial records; interpreting and analyzing financial data; developing and maintaining the automated financial systems; establishing and maintaining financial journals, accounts, ledgers, and records within automated financial system(s); allocating revenues and expenditures among funds and/or appropriations; reconciling department accounts; and maintaining and reconciling fixed assets and/or inventory records.

10%

D. Assist Accountant Senior in managing the accounts receivable and bad debts for the department.

- D1. Develop processes and procedures in collaboration with the Budget and Finance Director and the Financial Program Supervisor to be used by the Financial Specialist(s) in maintaining the department's bad debts lists.

D2. Maintain listings of all department receivables and bad debts, and verify their accuracy.

- 5% **E. Assist the Accountant Senior in analyzing, developing, and implementing policies, procedures, reports, and practices that improve departmental accounting accuracy, consistency, and efficiency.**
- E1. Independently document and analyze accounting practices for accuracy, consistency, and efficiency.
 - E2. Interpret federal, state, and departmental regulations to ensure accounting practices are in compliance.
 - E3. Analyze and solve problems relative to rules, policies, guidelines, and regulations.
 - E4. Identify and evaluate alternatives to establish a basis for recommended changes.
 - E5. Review reports prepared for external users for accuracy and completeness.
 - E6. Make recommendations to management on the effects of various policies and procedures, either being developed or already in use.
 - E7. Provide technical assistance to staff in implementation of Internal Accounting Practices.
- 5% **F. Assist the Accountant Senior in coordinating annual and ongoing updates to the DSPS Internal Control Manual.**
- F1. Review the Internal Control Manual / Plan; identify and coordinate updates as needed.
 - F2. Submit draft of the updated manual / plan to the Budget and Finance Director and the Financial Program Supervisor by December 31st of each year for review and approval.
- 5% **G. Assist Accountant Senior in managing the accounts receivable and bad debts for the department.**

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 state travel guidelines.
- 5. Knowledge of the State Accounting Manual.
- 6. Knowledge of state purchasing 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 department in a professional and positive manner.