

Department of Safety and Professional Services (DSPS)  
Financial Specialist 3

POSITION SUMMARY

Under the general direction of the Financial Program Supervisor, the Financial Specialist 3 position is responsible for performing accounting, pre-auditing, auditing, and bookkeeping duties of a higher 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 records related to expenditures.

This position is responsible for approving or rejecting invoice payments; resolving invoice problems; interpreting complex policies, procedures, and guidelines regarding allowable department expenditures; monitoring the prompt payment of invoices and calculating interest amounts due on late payments; responding to inquiries from vendors or contractors relating to payment status; conducting manual and electronic file searches to retrieve appropriate data to determine readiness of payment requests; identifying possible audit issues and consider alternative methods; consulting with members of the expenditure team and others on problem resolution; preparing reports and special projects as assigned.

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; and understanding multiple specialized program areas and their financial rules and regulations. This position is also expected to have demonstrated knowledge of and application of the state accounting (WISMART) system.

**45% A. Receive, process, and audit vendor invoices and claims against purchase orders, purchase requisitions, direct billings, or any other payments for the department's appropriations. Ensure compliance with related contractual agreements, DSPS policies and procedures, WI State Accounting Manual, and other related laws, rules, and regulations regarding the use of funds.**

- A1. Review, audit, code, and process vouchers, claims, invoices, and other financial documents.
- A2. Match payment requests with purchase orders, blanket orders, direct billing requests or other documents as appropriate.
- A3. Verify all claims are properly approved in accordance with established DSPS procedures.

- A4. Review and verify cost allocation and expenditure classifications (using for example, the Chart of Accounts) for accuracy and conformity to State and DSPP policies.
- A5. Review claims to determine conformance with State and DSPP policies to ensure legality, propriety, accuracy, authenticity, and reasonableness of claims.
- A6. Maintain necessary documentation to ensure duplicate and under or over payments are not made.
- A7. Review any necessary documents to ensure transactions are processed in accordance with State and DSPP policies.
- A8. Determine appropriate amounts due to vendors. Schedule payments in accordance with vendor terms and the Prompt Payment Law.
- A9. Resolve discrepancies by contacting vendors or program staff as necessary.
- A10. Advise vendors, purchasing designees, and other DSPP personnel on State and DSPP policies regarding vendor claims.
- A11. Key data into WISMART or Purchase Plus as appropriate.

**15% B. Assist the Financial Specialist 4 with processing employee expense claims against DSPP appropriations. Ensure compliance with the WI State Accounting Manual, the State's Travel Schedule Amounts, DSPP Policies and Procedures, and OSER bargaining agreements (if applicable). Utilize the financial system to allocate expenses among funds and appropriations.**

- B1. Review, audit, code, and process employee travel and reimbursement expense claims.
- B2. Analyze and audit employee expense claims to determine conformance with State and DSPP policies to ensure legality, propriety, accuracy, and authenticity of the claim.
- B3. Contact supervisors or other designated individuals to clarify or verify information on travel or reimbursement expense reports.
- B4. Prepare notification related to employee travel or reimbursement expense report adjustments.
- B5. Disallow claims that do not conform to State and DSPP policies.

- B6. Answer questions pertaining to State and DSPP expense reimbursement policies and procedures and the statewide Travel Program.
- B7. Respond to travelers, purchasing designee, supervisors, and other DSPP staff on questions related to travel and reimbursement policies and procedures.
- B8. Utilize financial systems to allocate department expenses among funds and appropriations.

**15% C. Assist the Bureau of Budget and Finance management team by conducting research, preparing special reports, and performing miscellaneous duties or assignments.**

- C1. Research inquiries from vendors, employees, and/or staff regarding status of payments.
- C2. Work with the Financial Program Supervisor and the expenditure processing team to identify ways to improve processing efficiency and effectiveness of the expenditure/invoice processing activity.
- C3. Create, update, and maintain the bureau Fiscal Services Unit process and procedure manuals.
- C4. Maintain records and track performance data related to the expenditure processing activity.
- C5. Represent the Fiscal Services Unit on process improvement projects related to the expenditure processing activity.
- C6. Prepare reports upon request.

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

- D1. Develop, implement, and maintain filing systems.
- D2. Identify steps to improve processes and procedures.
- D3. Implement and advise other staff members in process changes.
- D4. Anticipate, perform, and coordinate support activities.
- D5. Represent the Bureau of Budget and Finance Fiscal Services Unit on special projects as assigned.

- D6. Maintain confidentiality of all actions within the Bureau of Budget and Finance Fiscal Services Unit necessary and deemed appropriate.
- D7. Act as back-up for the other Financial Specialists who process invoices and claims. Oversee and act as backup for Financial Specialists who process incoming and outgoing mail and who perform records management (filing) duties.

**5% E. Receive, verify, and process Time & Effort Reports into Excel spreadsheet.**

- E1. Audit reports to ensure hours listed under the various activities equal the total hours for the pay periods.
- E2. Enter payroll data and report hours onto the Time & Effort report spreadsheet.
- E3. Contact employees and supervisors to obtain late reports.

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

**Knowledge, Skills and Abilities**

- 1. Knowledge of generally accepted accounting principles and practices.
- 2. Knowledge of 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 DSPS in a professional and positive manner.