

Department of Safety and Professional Services (DSPS)
Financial Specialist 4

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 a broad variety of programs, including grants and contracts expenditure reports. This includes advising, training, and providing procedural assistance to various levels of users about 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.

55% A. Interpret, analyze, and audit vendor 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.

- A1. Review, audit, code, and process vouchers, claims, invoices, and other financial documents.
- A2. Verify all claims are properly approved in accordance with established DSPS procedures.
- A3. Review and verify cost allocation and expenditure classifications (using for example, the Chart of Accounts) for accuracy and conformity to State and DSPS policies.
- A4. Review claims to determine conformance with State and DSPS policies to ensure legality, propriety, accuracy, authenticity, and reasonableness of claims.
- A5. Maintain necessary documentation to ensure duplicate and under or over payments are not made.

- A6. Review any necessary documents to ensure transactions are processed in accordance with State and DSPS policies.
- A7. Determine appropriate amounts due to vendors. Schedule payments in accordance with vendor terms and the Prompt Payment Law.
- A8. Resolve discrepancies by contacting vendors or program staff as necessary.
- A9. Advise vendors, purchasing designees, and other DSPS personnel on State and DSPS policies regarding vendor claims.
- A10. Act as liaison between the Fiscal Services Unit and the Boxing and Mixed Martial Arts (MMA) Program. Work with the MMA Program Manager to ensure checks are processed within one business day of receipt.
- A11. Prepare journal entries as needed.

20% B. Analyze, audit, and process employee expense claims against DSPS appropriations. Ensure compliance with the WI State Accounting Manual, the State's Travel Schedule Amounts, DSPS 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 DSPS 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 DSPS policies.
- B6. Answer questions pertaining to State and DSPS expense reimbursement policies and procedures and the statewide Travel Program.
- B7. Respond to travelers, purchasing designee, supervisors, and other DSPS staff on questions related to travel and reimbursement policies and procedures.

B8. Utilize financial systems to allocate department expenses among funds and appropriations.

B9. Prepare journal entries as needed.

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 as necessary and deemed appropriate.

C7. Perform other duties as assigned.

5% D. Assist the Financial Program Supervisor in DSPS grant administration.

D1. Review grant expenditures on a monthly basis to determine draw down requests for all DSPS grants. Update corresponding spreadsheets with data, and provide information to the Financial Program Supervisor who will perform the draw downs.

D2. Create CR documents for incoming grant draw downs after funds are received by DOA.

5% E. 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 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.