Position Description
Deputy State Controller
December 2019

Position Summary

Under general supervision of the State Controller, this position functions in the capacity of the Deputy State Controller and assists the State Controller with the day-to-day operations of the State Controller's Office. This position develops process improvements and monitors monthly and quarterly agency checklists and reconciliations. The Deputy State Controller assists with a variety of projects to improve the efficiency and effectiveness of the State's financial operations. The position also develops and maintains statewide accounting policies and procedures. The position manages the preparation of the annual Statement of Expenditures for Federal Awards, as well as other special reports. This position assists with preparing for the monthly meetings of the Financial Leadership Council. The Deputy State Controller directs the internal audit functions related to state agency's internal controls and other financial matters and provides direction and guidance on all financial management related matters of state government. This position is also responsible for enforcing compliance with all general state financial policies.

Time Objectives and Tasks

15% A. Assist the State Controller with the day-to-day operations of the State Controller's Office, including:

A1. Represent the State Controller's Office, in meetings with agency accountants and financial managers.

A2. Administer bureau and enterprise procurements.

A3. Coordinate development of the bureau's annual operating budget, including determining requirements for computer hardware and software.

A4. In coordination with section managers, develop an annual bureau-wide training program.

A5. Prepare responses to audit memos issued by the Legislative Audit Bureau, develop corrective action plans and ensure that changes are implemented within the agreed upon deadlines.

15% B. Assist with a variety of projects to improve the efficiency and effectiveness of the State's financial operations.

B1. Assist with projects to ensure that the State is realizing the full benefit of the ERP system.

B2. Develop methods to streamline enterprise financial operations and help prioritize into project requests.

B3. Serve as the business lead on projects involving the State Controller's Office.

B4. Oversee requests to expand or contract the chart of accounts to ensure that budgetary, GAAP and Federal reporting requirements are met.

B5. Assist individual agencies to improve their accounting and financial operations.

15% C. Develop and maintain statewide accounting policies and procedures.

C1. Develop and maintain the Wisconsin Accounting Manual.

C2. Develop and maintain the Wisconsin Reconciliation Manual.

C3. Ensure that annual updates are assigned and made by the appropriate sections within the State Controller's Office.

C4. Maintain a collaborative environment with state agencies in order to foster greater efficiencies and effectiveness in policies and procedures.

15% D. Enforce compliance to all general state financial policies, such as:

D1. Travel expense policy established by the Division of Personnel Management.

D2. Federal grant, service center and other revolving account financial condition requirements established by statute.

D3. Budgetary policies and various levels of spending authority compliance as established by statute, the Joint Committee on Finance and the State Budget Office.

D4. Procurement policies established by statute and regulations of the Bureau of Procurement.

D5. Cash management policies and procedures as needed to maximize the State Investment Board's investment opportunities.

D6. Employee compensation as established by the Joint Committee on Employment Relations, employee bargaining unit contracts and the Federal Fair Labor Standards Act.

D7. The Single Audit Program mandated by the Federal Single Audit Act of 1984.

15% E. Manage or assist with the preparation of a variety of annual financial reports, as directed by the State Controller.

E1. Manage the preparation of the annual Statement of Expenditures for Federal Awards which includes coordinating with the Legislative Audit Bureau to discuss any significant changes in reported expenditures and ensuring report is submitted timely to the Federal Audit Clearinghouse.

E2. Assist the Accounting Services section manager with planning and preparing the Annual Fiscal Report (AFR). Develop and perform reviews to assist with validating the final report.

E3. Assist the Financial Reporting Services section manager with planning and preparing the Comprehensive Annual Financial Report (CAFR). Develop and perform reviews to assist with validating the final report.

E4. Ensure production of special reports, including quarterly Census Bureau reports, annual county special charges, monthly investment pool earnings, and other reports as directed or required.

15% F. Oversee the functions of individual sections within the State Controller's Office.

F1. Provide problem-solving assistance to the section managers.

F2. Work with section managers to develop an annual project priority plan and present to the State Controller for approval.

F3. Work with section managers to improve the efficiency and effectiveness of their operations.

F4. Assist managers with personnel issues.

F5. Manage the performance of the section managers.

10% G. Direct the performance of audits of agencies' operations.

G1. Oversee the determination of the types of audits to be performed. These could include internal control reviews, compliance audits, financial audits, operational audits and other special reviews.

G2. Review and approve reports on the results of the internal audits.

G3. Direct the monitoring of the preaudit function delegated to the agencies in accordance with s. 16.53, Wisconsin Statutes.

G4. Oversee the updating and revising of the "State Single Audit Guidelines" to establish policy for implementation of the Federal Single Audit Act.

<u>Knowledge, Skills, and Abilities</u>

1. Proficiency working with a large, integrated accounting/financial management system, such as an ERP system.
2. Demonstrated ability to reconcile large amounts of data between two or more financial systems.
3. Ability to analyze financial data and verify the accuracy of financial reports.
4. Ability to administer financial oversight and recommendations.
5. Skilled in effective supervisory and management techniques.
6. Demonstrated ability to manage multiple projects with competing deadlines.
7. Excellent oral, written and interpersonal communications skills needed to maintain effective working relationships and facilitate larger meetings.
8. Knowledge of Generally Accepted Accounting Principles, rules and theory.