

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FINANCIAL SPECIALIST PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions which function as Financial Specialist Program Supervisors. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which supervise Financial Specialist positions performing specialized accounting duties which do not require the knowledge and application of professional accounting or auditing theory. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which meet the statutory definition of management, as defined in s. 111.81(19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which perform professional accounting or auditing duties for a majority of the time and are more appropriately classified as Accountant or Auditor.

4. Positions which supervise professional Accountant and/or Auditor positions or supervise a combination of professional Accountant and/or Auditor and para-professional Financial Specialist positions for a majority of the time and are more appropriately classified as a Financial Program Supervisor.
5. Positions which perform professional Financial Officer, Financial Manager or Financial Management Supervisor duties for a majority of the time.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

II. DEFINITION

FINANCIAL SPECIALIST PROGRAM SUPERVISOR

This is supervisory work related to the provision of financial support which does not require the knowledge and application of accounting or auditing theory. Positions allocated to this series supervise nonprofessional financial positions which audit, code and process invoices, vouchers, and other financial documents; receive, document, and deposit monies received by an organization; participate in the development and maintenance of automated accounts payable, accounts receivable, and other financial systems; prepare and process grant and contract expenditure reports and records; compile financial data for journal entries; reconcile accounts; and produce reports. These positions spend the majority of time performing Financial Specialist-Senior or Financial Specialist-Advanced duties (as indicated in the Financial Specialist Classification Series). Positions will perform Financial Specialist duties at a level equal to, or greater than, the highest level of Financial Specialist supervised.

Positions allocated to this classification must supervise Financial Specialist, Financial Specialist-Senior, or Financial Specialist-Advanced positions but may (in addition to positions in the Financial Specialists classification series) supervise equivalent non-financial positions in counterpart or lower pay ranges.

Work is performed under general supervision.

III. QUALIFICATIONS

Professional training in accounting or auditing such as that which would be acquired by earning a two year associate degree in accounting or auditing from an accredited post secondary college/university; or commensurate experience and training.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe supervisory positions which provide financial support which does not require the knowledge and application of accounting or auditing theory. This classification replaces the Financial Specialist Supervisor 4-6 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

This classification specification was modified effective August 9, 2015 and announced in Bulletin DPM-0404-CC/SC to reflect the changes made in the Financial Specialist Classification Series as a result of the Financial Specialist Survey and abolishment of the Financial Specialist Supervisor classification.

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