

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**FINANCIAL SPECIALIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Financial Specialist positions. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series 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 class 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 series encompasses paraprofessional positions which, for a majority of the time, perform financial, program-related activities ranging from routine to very complex that requires working knowledge of accounting principles, state statutes, administrative codes, policies, and procedures related to the financial program. Positions are primarily involved in the coordination, administration and daily operations of financial support activities. These positions conduct a variety of activities such as the following: accounts receivable, accounts payable, financial reporting and auditing transactions for compliance with policies / procedures.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that perform professional duties as defined in s. 111.81(15), Wis. Stats., for the majority of the time (more than 50%).

3. Positions that perform professional accounting or auditing duties for a majority of the time and are more appropriately classified as Accountant or Auditor.
4. Positions that perform supervisory financial duties for a majority of the time and are more appropriately classified as Financial Specialist Supervisor, Financial Specialist Program Supervisor or Financial Program Supervisor.
5. Positions that perform billing and collection the majority of the time and are more appropriately classified in the Medical Claims Specialist classification series.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Entrance into this series will be through competition. This is a multiple objective level classification series with some positions having an objective level at the Financial Specialist level and other positions having an objective level at the Financial Specialist-Senior level. The objective level for a position will be determined when the initial position description is classified.

Positions at the Financial Specialist level which are allocated to the *objective* allocation will **not** progress through reclassification.

Positions classified at the Financial Specialist level in the *entry* allocation will progress to the Financial Specialist-Senior level through reclassification after the employee satisfactorily attains the specified training, education or experience.

Movement to the Financial Specialist-Advanced level is typically by competition, but may occur by reclassification on a case-by-case basis.

E. Differentiating Financial Specialist positions from Accountant positions.

When differentiating between Financial Specialist positions and professional Accountant or Auditor positions, the following guidelines should be applied: Financial Specialist positions typically require substantial subject matter knowledge (e.g., knowledge of specific agency programs or knowledge of laws and regulations pertaining to specialized funds) in addition to understanding the organization's accounting system. The analyses, decisions, and recommendations made are based on knowledge of the particular specialized area, rather than on the knowledge of Generally Accepted Accounting Principles (GAAP) required of Accountant positions.

While Accountants write instructions for others and deal with an overall system or program where they decide which policies, regulations or procedures apply to the particular situation. Financial Specialists follow previously established instructions or write instructions that are subject to a higher level approval. Financial Specialist may participate in the design / re-design of processes. The Financial Specialist duties relate to program support and are generally more procedural in nature. Accountant errors have major impact of dollars or systems, requiring high-

level resolution. Financial Specialist errors are transaction specific and therefore can typically be corrected more easily.

F. Terminology Used in This Classification Specification

Accounts Payable: A liability account reflecting amounts owed to private or public persons or organizations for good and services received. This may also include fines and forfeitures.

Accounts Receivable: An asset account reflecting amounts due from private or public persons or organizations for good and services furnished. This may also include fines and forfeitures.

Complex: The difficulty inherent in performing the work often measured by both the variety of work activities (number and related or unrelated) and the type (simple, singular, recurring, predictable, non-controversial, etc., vs. intensive, multifaceted, sporadic, unpredictable, controversial, etc.). Complexity is frequently influenced by or interacts with scope.

Paraprofessional: See the “Glossary of HR Terms as used by OSER”.

Routine: Work of repetitive nature, a customary procedure without deviation from the established norm. This does not necessarily denote simple work.

Semi-routine: Work that is a mixture of complex and repetitive duties where the majority of the time is spent on repetitive duties.

Split Disbursement / Reimbursement: Occurs when multiple funding sources (e.g., two different grant appropriations or revenue streams) are required to process payment on one item (e.g., position, project, equipment, material).

II. DEFINITIONS

This is a multiple objective level series with three different classification levels.

FINANCIAL SPECIALIST

This is objective or entry paraprofessional Financial Specialist work.

Objective: Positions allocated to this level work under close progressing to general supervision. Positions perform a combination of routine tasks such as cash and check handling, preparing and securing deposits, limited collection activities, basic account reconciliation, error identification, file fiscal documents, and data entry into financial systems / databases. These positions answer routine customer service questions on accounts and may disburse checks.

Representative Position:

Department of Corrections: Under the general supervision of the Financial Program Supervisor, this position is primarily responsible for processing inmate trust account transactions. This position is also responsible for providing a variety of program support and assistance in coordination of purchasing activities related to acquisition of supplies and equipment at Dodge

Correctional Institution (DCI). This position is also the primary backup of assistance in Canteen order fulfillment and performing other duties assigned.

Entry: Positions at this level perform work similar to that described at the Senior level under close progressing to limited supervision. Emphasis is placed on learning and applying the state statutes, administrative codes, policies and procedures related to the financial program.

FINANCIAL SPECIALIST-SENIOR

Positions allocated to this level work under general supervision to provide specialized financial program support. This is the full performance / objective level for positions that have the necessary experience, training and knowledge in the financial and accounting related functions identified below.

Positions perform routine, semi-routine and / or complex duties in their assigned financial program area such as: accounts payable, accounts receivable, purchasing, purchasing-card (p-card) administration and audits, travel expense reimbursement processing, assignment of accounting or funding codes, review of invoices and / or payments with contracts and purchase orders, validation of transaction validity and accuracy (auditing), resolution of financial errors, monitor encumbrance balances, generation and / or reconciliation of reports, collection duties (e.g., initiates collections on accounts that are past due), administration of grant support activities (e.g., grant account reconciliation and monitoring), customer service / consultation to vendors and agency staff on general program rules and requirements, and entry of journal vouchers into a financial system.

Positions may serve as the second reviewer / approver of routine or semi-routine financial transactions (e.g., invoices, purchasing card logs, reimbursements).

These positions may act as a resource for other Financial Specialists, among others.

Representative Positions:

Educational Communications Board: Provides coordination of fiscal service support for Corporation for Public Broadcasting memberships, donations, underwriting, bequests, etc., for the Wisconsin Public Broadcasting Foundation (WPBF). Position utilizes industry-specific software for underwriting invoicing. Processing functions deal with several dozen different fund sources, allocation methodologies and cost distribution formulas. Functions as liaison clearing house between WPBF, the Friends of WHA (TV/Radio Network), the Wisconsin Public Radio Association, and banking institutions with respect to incoming checks and monies received.

Department of Agriculture, Trade and Consumer Protection: This position devotes significant time to purchasing functions, payment activities, and report preparation in the Bureau of Finance (e.g., purchases, invoices, accounts receivable). Financial work requires the use of many different funding sources including GPR, SEG, FED, and PR accounting strings. The position is also responsible for in-state and out-of-state travel claims processing, including grant accounts. Assists in the daily maintenance of the annual operating budget and performs other financial tasks for the work unit as assigned.

Department of Health Services: This position is responsible for accounts payable functions for the Bureau; audits invoices against receiving reports, P-Card purchases; purchase order contracts, bids and encumbrance authorizations; codes and prepares vouchers for Bureau of Fiscal Services for contingent fund processing and prepare requests for purchase orders. This position pays bills for medical records and consultative examinations, establishes and maintains accounting records according to Federal and State record keeping requirements, and participates in the development and maintenance of the automated fiscal system and the Federal Disability Claims Processing System.

FINANCIAL SPECIALIST-ADVANCED

Positions allocated to this level work under general supervision. These positions perform the most complex financial specialist duties with the highest level of independent judgment and discretion and the greatest consequence of error. Work at this level requires detailed analysis and understanding of complex financial program details and the ramifications of actions while working within multiple funding sources which may include the interaction between appropriations and various financial systems.

Positions perform complex duties for the majority of the time such as: accounts payable and accounts receivable that have multiple diverse and / or unique rules and regulations, asset management (e.g., equipment, property, infrastructure), reconcile reimbursements from external entity or agency (e.g., federal agencies, local municipalities, private companies, non-profits), and determine eligibility of disbursement of specialized funds.

Positions provide program support for the entirety of a financial program area and may have duties that include the following: negotiating contracts (e.g., purchasing, invoicing, projects, grant administration) with vendors, payments for collections, debt management programs (e.g., payment plans, lump sum payments).

Positions create and revise financial instructions and processes to assist in making recommendations to update policy, generate specialized and / or ad-hoc reports, and develop and / or provide training related to the financial program.

Positions serve as the second or final reviewer of complex financial transactions that could cross funding sources, require split disbursement / reimbursement, or are otherwise unique and require an advanced knowledge of state statutes, administrative codes, policies and procedures related to the financial program.

These positions may lead the work of, or act as a resource / consultant for, other Financial Specialists (or others) and may function as the agency subject matter expert for the program area.

Representative Positions:

Department of Transportation: Position manages the local revenue process accounting for receivables associated with local units of governments' share of transportation facility projects which includes invoicing sent from the DOT as well as invoices received from the locals and final accounting for large scale completed projects; or position ensures contractual specifications are recorded as encumbrances properly and analyzes and reviews funding sources to insure that federal/nonfederal participating funds are correctly obligated. Positions may also audit contractor

pay vouchers, manage and process lien claims, reconcile the department's general ledger and develop policies and procedures for continued process improvement.

Department of Children and Families: This position independently performs advanced level work, including accounting and reconciliation functions related to the receipt and disbursement of court-ordered support obligations using several complex automated systems; monitors and reconciles numerous accounts across multiple funding sources and is also responsible for assisting with preparation of reports for various agencies at the Federal and State level. This position assists with the day to day operation of the federal and state tax intercept program, audits and monitors fiscal Child Support program receipt and disbursement activity, identifies and investigates unique or recurring case collection distribution problems, and develops resolutions and clarification of procedural issues.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective June 14, 2015 and announced in Bulletin OSER-0392-CC/SC as a result of the Financial Specialist classification series Personnel Management Survey. It was created to describe positions that provide paraprofessional support in the financial services program. This classification series replaces the Financial Specialist 1-5 classification series which was created in Bulletin CC-321 effective April 5, 1992, and abolished on June 14, 2015.

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