

Effective Date: October 12, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

FINANCIAL OFFICER

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory and management positions which function as the Controller for a medium State agency.

Positions allocated to this classification manage all of the fiscal operations for an agency; manage the development and maintenance of all agency accounting records and processing of accounting transactions, including the reconciliation and closing of all accounting records; direct the development and maintenance of complex automated financial systems, including the analysis of data requirements, creation of the data structure, and the establishment of internal operating procedures; direct the preparation of all agency financial reports and statements; develop and implement the agency's financial policies, procedures and standards used in accounting, auditing, financial reporting, and related financial management, ensuring compliance with federal and state rules and regulations; develop an agencywide cost allocation plan and monitor its implementation; supervise professional and paraprofessional financial staff; and may develop and monitor agency biennial and annual budget requests and internal operating budgets. In addition to accounting related functions, the positions in this classification may be responsible for financially related programs such as audit, purchasing, payroll or agency specific payment programs (e.g., aids, prize payments, etc.), but the majority of the position's time would be spent on accounting or auditing related functions.

B. Inclusions

This classification encompasses professional supervisory and management positions which function as the controller for a medium State agency. There will be no more than one Financial Officer position assigned to a state agency except within a medium agency which has internal or external audit functions of a significant size and responsibility.

Positions allocated to this classification as the controller would perform the following duties: supervise and manage all of the fiscal operations for an agency; manage the development and maintenance of all agency accounting records and processing of accounting transactions, including the reconciliation and closing of all accounting records; direct the development and maintenance of complex automated financial systems, including the analysis of data requirements, creation of the data structure, and the establishment of internal operating procedures; direct the preparation of all agency financial reports and statements; develop and implement the agency's financial policies, procedures and standards used in accounting, auditing, financial reporting and related financial management, ensuring compliance with federal and state rules and regulations; develop an agencywide cost allocation plan and monitor its implementation; supervise professional and paraprofessional financial staff; and may develop and monitor agency biennial and annual budget requests and internal operating budgets.

Smaller agencies which have a simpler financial structure and limited financial staff will utilize a position classified in the Accountant or Financial Supervisor classifications for these responsibilities.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which spend the majority of their time performing professional accounting or auditing duties, and do not meet the definitions of supervisor or management, as defined in s. 111.81, Wis. Stats.
2. Positions which spend the majority of their time performing duties and responsibilities assigned to positions classified as Financial Specialist Supervisor, Financial Supervisor or Financial Manager.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter this classification by competitive examination. Since this classification is not part of a progression series, movement to a higher level classification will typically occur through competition.

E. Complexity Factors

The following position characteristics are considered indicators of increased complexity within the Financial Officer classification series. The degree to which these characteristics are present in the accounting or auditing functions are an indication of a position's greater complexity.

- Increasing degree of automation, utilizing state of the art techniques and an increasing number of different automated functions
- Increasing number of accounting components and financial systems and subsystems (Accounts Payable, Accounts Receivable, fixed assets, investments, bank relationships) that are developed, maintained or audited.
- Degree of separate accounting, reporting and auditing requirements where the State Bureau of Finance does not provide extensive oversight (Insurance, Unemployment Compensation, Investment, etc.).
- Increasing number and complexity of reporting and regulatory relationships with parties outside the agency (federal government, other local and state government units, private sector companies, etc.).
- Degree of responsibility over decentralized operations or functions where financial policy is set for organizations not directly in the chain of command.

F. Definitions

AGENCY SIZE - Agency size refers to the number of classified full-time equivalent (FTE) positions within an agency, excluding Limited Term Employees and Project-Project employees. These definitions of size are used in the PAYROLL STATISTICS FOR CLASSIFIED STATE EMPLOYMENT. Very small agency (1-50 positions); small agency (51-99 positions); medium agency (100-499 positions); large agency (500-999 positions); and major agency (1000 or more positions).

CONTROLLER - Positions which manage all of the fiscal operations for an agency; manage the development and maintenance of all agency accounting records and processing of accounting transactions, including the reconciliation and closing of all accounting records; direct the development and maintenance of complex automated financial systems, including the analysis of data requirements, creation of the data structure, and the establishment of internal operating procedures; direct the preparation of all agency financial reports and statements; develop and implement the agency's financial policies, procedures and standards used in accounting, auditing, financial reporting, and related financial management, ensuring compliance with Federal and State rules and regulations; develop an agencywide cost allocation plan and monitor its implementation; supervise professional and paraprofessional financial staff; and may develop and monitor agency biennial and annual budget requests and internal operating budgets.

II. DEFINITION

FINANCIAL OFFICER

This is the objective level for professional supervisory and management positions which function as the controller for a medium size state agency. Positions allocated to this level supervise Accountant-Senior and/or Auditor- Senior and/or Financial Supervisor 3 positions. Work is performed under general supervision and positions are at the Section Chief level or higher.

III. QUALIFICATIONS

Professional training in accounting or auditing such as that which would be acquired by earning a Bachelor's Degree in accounting or auditing from an accredited post secondary college/university; or commensurate experience and training. In addition, extensive knowledge and experience in financial administration as well as a Wisconsin Certified Public Accountant (CPA) certificate are desirable qualifications.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective October 12, 1997, when the Financial Officer 1 2, 3, 4, and 5 classification series, which was created effective April 5, 1992 as a result of the Fiscal Survey (see Bulletin CC-321), was abolished and the Financial Officer and Financial Manager classifications were created. The Financial Officer classification remained in schedule 01 and the Financial Manager classification was placed in the new Senior Manager Program (see Bulletin CC/SC-76).

WT/TH
00560