

Effective Date: October 12, 1997

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

FINANCIAL MANAGER

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 Financial Managers. 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: (1) the Controller for a large State agency; (2) the Deputy Controller for a large or major agency or the State Controller's Office; (3) the chief internal auditor for a medium or large agency with both internal and external audit functions of significant size and responsibility; (4) the Controller for a unique financial program within an agency where there is significant delegation of responsibility from the State Controller or a federal counterpart and the agency controller has little or no responsibility for the program; or (5) the Controller for a divisional or campus financial program within a major agency where there is significant delegation of responsibility from the agency for the financial program.

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.

There will be no more than one Financial Manager position assigned to a state agency except within:

- A major agency (UW, DOT) or one of the largest and most complex agencies (DH&FS) which has significant decentralization to the campus or division level and a complete range of financial administration responsibilities and policies are carried out at those levels. Institutions such as correctional institutions or mental health institutions are not considered to be at a division level.
- DOA, where the State Controller's Office is separated from the agency financial manager's function.
- A medium to large agency with internal or external audit functions of a significant size and responsibility.

C. Exclusions

Excluded from this classification 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 Officer.
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.

E. Complexity Factors

The following position characteristics are considered indicators of increased complexity within the Financial Manager Officer classification. 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).

CHIEF INTERNAL AUDITOR - Positions which manage the internal audit function for an agency. The internal audit program requires the application of accounting and auditing theories and principles; analysis of statutory, administrative rule and budgetary compliance (Federal, State and specialty areas, such as restrictive provisions for gifts and grants); analysis of program effectiveness; assessment of the attainment of management objectives; assessment of risks and related internal controls for management information and financial and accounting systems, including the interface of automated and manual systems; assessment of the interface of external and internal systems and means to develop automated audit procedures and techniques; and investigation of fraud allegations.

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 MANAGER

Positions at this level are professional supervisors and managers, which function as: (1) the Controller for one of the largest and most complex state agencies, such as DH&FS, and positions are at the Bureau Director level or above; (2) the Controller for a major state agency, such as DOT, DNR or DOC; (3) Deputy Controller for one of the largest and most complex state agencies, such as DH&FS; (4) Deputy Controller for the State of Wisconsin; (5) the Controller for one of the largest and most complex unique financial programs such as the management of the UC Tax and Accounting program which involves managing the UC Reserve Fund of more than one million dollars, and are at the Bureau Director level or above; (6) the Controller for a medium to large state agency; (7) the Controller for an operating unit or program, such as a division or campus within a major agency, where there is significant decentralization of financial operations; (8) Chief Internal Auditor for an agency; or (9) the Deputy Controller of a large or major agency.

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 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. The Financial Manager classification was created for the new Senior Manager Program (see Bulletin CC/SC-76).

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