

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

STATE CONTROLLER

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 positions located within the Department of Administration, Bureau of Financial Operations which perform State Controller duties.

The position allocated to this one-position classification functions as the Controller for the State of Wisconsin and as the Director of the Bureau of Financial Operations; establishes and enforces statewide financial policies; coordinates all interagency financial systems; directs the operations of the central accounting system and the central payroll system; provides planning and policy direction on all state financial matters; and operates in a decentralized accounting environment with centralized general ledger and appropriation control accomplished through the use of integrated computer files and data transfer procedures. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

The position allocated to this one-position classification functions as the Controller for the State of Wisconsin and the Director of the Bureau of Financial Operations, located within the Department of Administration. This position establishes and enforces statewide financial policies; coordinates all interagency financial systems; directs the operations of the central accounting system and the central payroll system; provides planning and policy direction on all state financial matters; and operates in a decentralized accounting environment with centralized general ledger and appropriation control accomplished through the use of integrated computer files and data transfer procedures.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which spend the majority of their time performing Financial Supervisor or Financial Officer duties.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employes typically enter this one-position classification by competitive examination.

II. DEFINITION

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The position allocated to this classification functions as the Controller for the State of Wisconsin and as the Director of the Bureau of Financial Operations, located within the Department of Administration. This position establishes and enforces statewide financial policies; coordinates all interagency financial systems; directs the operations of the central accounting system and the central payroll system, including but not limited to establishing the policies and procedures for expenditure, encumbrance and revenue reporting, check writing and cash disbursement processes, budgetary overdraft control, payroll/leave accounting, transaction review (pre-audit of small agency payments and post-audits of large agencies performed in accordance with generally accepted accounting principles), federal revenue cash drawdown operations, and cash flow processing; provides planning and policy direction on all state financial matters; and operates in a decentralized accounting environment with centralized general ledger and appropriation control accomplished through the use of integrated computer files and data transfer procedures.

This position manages and administers the activities and supervises the staff of the Bureau of Financial Operations; establishes policies and procedures for the State of Wisconsin financial management systems which integrate State Finance with the State Budget Office, the State Treasury and the state agencies; provides direction and guidance in all financial management related matters of state government as problems, issues or new developments are incurred; enforces compliance to all general state financial policies; directs the conversion of the financial reporting standards to compliance with Generally Accepted Accounting Principles (GAAP); and prepares the State's Annual Fiscal Report, including personal responsibility for the computation and presentation of the unappropriated balance of the general fund.

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 Certified Public Accountant (CPA) certificate are desirable qualifications.

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4/92(Rev. 1/93)