



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Accountant IV</i>	<b>Last Revised/Approved:</b> <i>10/2019</i>
<b>Job Code:</b> 2506	<b>Reports To:</b> <i>Senior Director, Facilities &amp; Maintenance Services with dotted line to the Manager, General Accounting Operations</i>
<b>Office:</b> <i>Office of School Administration</i>	<b>Department:</b> Facilities & Maintenance (F&M)

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Supports the division in all accounting aspects for Facilities and Maintenance Services. Performs all accounting functions, to include but not limited to, the following functions: capital project accounting, financial reporting, general ledger accounting in accordance with Wisconsin Uniform Financial Accounting Requirements (WUFAR), contract administration, accounts payable, cash receipts processing, and FMS information systems interfaces and financial data transfers. Ensures the integrity of financial records. Identifies and informs supervisor of all material operational and financial matters. Implements and maintains effective financial controls. Supervisors the F&M accounting staff.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

- Performs in accordance with professional care and due diligence standards of the accounting industry various tasks assigned to the F&M accounting area to include: GAAP basis financial reporting, regulatory financial reporting, general ledger accounting, contract administration and compliance, capital project accounting, accounts payable, cash receipts processing, accounts receivable and collections, cost accounting, department accounting, financial information systems implementation, and special projects.
- Assumes supervisory responsibility for assigned F&M accounting functions, projects and processes. Sets due dates and maintains a current to do list of assigned responsibilities. Assist with the development of department Standard Operating Procedures.
- Supervises assigned staff, identifies work and control objectives and procedures to be performed. Reviews and evaluates final work product, trains staff and evaluates performance.
- Stays abreast of accounting pronouncements, practices and trends. Maintains an in-depth familiarity of GAAP to effectively participate in dialogue with peers, supervisors, senior management, auditors (internal and external) and other financial staff. Applies GAAP in the performance of assigned responsibilities.

- Identifies technical accounting issues, researches accounting reference materials, identifies alternative accounting treatments and recommends specific GAAP to be applied with full documentation for management review and audit purposes.
- Reviews procedures for appropriateness, monitors workflow and identifies opportunities to streamline or automate processes.
- Assumes ownership of financial controls in assigned areas and monitors controls for effectiveness and improvement; alerts management as appropriate, evaluates areas for new financial controls that may be necessary and fully documents all controls.
- Reviews unusual transactions for appropriateness and makes proper notations. Evaluates transactions for patterns or changes in operating conditions and follows up with necessary changes to internal controls and procedures.
- Assumes system administration responsibilities for assigned financial systems and sub-systems. Maintains a thorough knowledge of financial systems technology to participate in the planning, design and implementation of the Department's financial information systems. Interacts with Technology and with vendors to facilitate the maintenance, improvement and implementation of planned or existing financial systems.
- Populates tables, facilitates set up and maintenance of budget codes, creates reports and computer screens, performs queries and other functions necessary to properly maintain financial systems in a mainframe, client/server and PC operations environment.
- Proactively informs management of all material operational and financial matters or changes related to budgets, estimates, fiscal studies, actual expenditures, revenue and expenditure forecasts, pro forma statements, processes, policies and procedures.
- Participates in the preparation of GAAP basis financial reporting including footnotes, required disclosures, account analysis, work paper documentation and interaction with auditors.
- Adheres to district accounting policy with an emphasis on maintaining the integrity of accounting records and reports. Monitors expenditures against current annual budget to include analyzing accounts to ensure proper recording. Prepares revenue estimates and expenditure projections as directed.
- Actively supports the MPS Five Pillars of Success.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Bachelor's degree in Accounting from an accredited college or university.
- CPA certification and/or a master's degree is desired.

### ***Experience Requirements:***

- Five or more years of progressive experience in accounting, budgeting or auditing.
- Prior supervisory experience preferred.

### ***Knowledge, Skills and Abilities:***

- Knowledge of public policy principles and practices is required.
- Effective research and analytical skills, including the ability to analyze complex issues and formulate recommendations for action.
- Excellent oral and written communications skills are required.
- Must be able to work independently, taking tasks through to completion.
- Must be comfortable with all levels of staff and be able to establish relationships with a diverse group of individuals. Must be able to work in a team environment.
- Must be able to handle multiple deadlines and tight time constraints.
- PC experience with advanced spreadsheet and database expertise, knowledge of various financial packages and the ability to create interfaces, downloads and table building, all required.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job

## **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.