



POSITION DESCRIPTION

JOB TITLE: Manager, Financial Reporting Job Class:	
DATE	DEPARTMENT OR SCHOOL Office of Chief Financial Officer DIVISION Finance
BARGAINING UNIT: ASC	FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Directs, oversees and reviews the preparation of the State Annual Report and Fall Budget Reports for the Wisconsin Department of Public Instruction (DPI) to ensure that the district receives its state aid. Directs, oversees and reviews the preparation of the Comprehensive Annual Financial Report and the Report on Federal and State Awards (Single Audit). Maintains communication with all stakeholders in order to ensure there are no surprises.
2. Responsible for overseeing the district's \$300 million federal and state grant program, including establishing new grant programs, processing expenditures, preparing and filing of federal and state reimbursement claims, compiling financial reports, reviewing claims for reasonableness and interfacing with independent and federal auditors. Implements and maintains effective financial systems and internal controls.
3. Directs and oversees the GAAP basis financial reporting and grant accounting.
4. Ensures the integrity of financial records and maintains effective systems of quality control. Evaluates the effectiveness of existing procedures and streamlines accounting operations to realize efficiencies. Develops opportunities and continually enhance processes to replace manual procedures with automation.
5. Monitors the district's financial position. Oversees and directs the monitoring of revenues and expenditures against the annual budget and performs critical analysis to ensure reasonableness. Follows up with appropriate personnel and management.

6. Provides information for the internal and external auditors for annual financial and program audits. Communicates with external auditors, the Department of Public Instruction and the senior financial management team on all financial matters.
7. Identifies and informs the CFO and other management staff of pertinent financial matters. Communicates and recommends process improvements to the CFO.
8. Devises methods to improve the overall reporting process in financial reporting, general accounting and grants accounting. Informs management of material changes in performance.
9. Serves as a liaison between Budget and Accounting Division. Stays abreast of the District's Budget issues and the impact on Financial Reporting.
10. Estimates the district's shared cost and makes recommendations to maximize state aid and to avoid unnecessary property tax increases.
11. Directs the development and maintenance of the grant accounting and district financial reporting processes to ensure strong internal controls; the effective and efficient recording of transactions; the accurate and timely recording of information; and compliance with GAAP or other required legislation and State and Federal laws and regulations.
12. Directs the preparation and issuance of internal and external financial reports and regulatory reports that are meaningful, accurate timely and in accordance with generally accepted accounting principals or other required basis. Additional reports include: Transfer of Service, PI-401 Tax Levy, Special Education Report, Inter-District Transfer Program and Intra-District Transfer Program, Indirect Cost Rate Adjustment, Monthly financial report of revenues and expenditures relative to the Board budget.
13. Manages and coaches employees and the work flow and production assignments to ensure standards are maintained.
14. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Position receives occasional direction from the Chief Financial Officer.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total responsibility for 4 employees

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

The position requires a bachelor's degree from an accredited college or university, in accounting or a designation as a Certified Public Accountant.

Experience Requirements

The position requires at least three years of previous supervisory experience and knowledge of accounting, audit procedures and/or budgeting.

Knowledge, Skills, and Abilities

The position requires effective oral, written, analytical and presentation skills. The incumbent must be able to work independently. The ability to work under pressure with many projects and differing deadlines is critical. Incumbent must be able to interface with all levels of management and a diverse population. Advanced PC skills with experience using MS Office software and various internal accounting systems is required. Must be self-motivated, flexible and resourceful. Employee development and performance management skills are essential.

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

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

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.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.