



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Manager I, Financial Reporting	Last Revised/Approved: June 2019
Job Code: 2536	Reports To: <i>Comptroller</i>
Office: Finance	Department: <i>Financial Services</i>

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

Position Summary/Purpose:

Manages the district's internal and external financial reporting operations. Overall responsibility for GAAP basis financial reporting and grant/categorical program accounting. Ensures the integrity of the financial records. Identifies and informs the Comptroller of all pertinent financial matters.

Core Competencies:

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

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions/ Core Competencies:

- 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 (CAFR) and the Report on Federal and State Awards (Single Audit). Maintains communication with all stakeholders to ensure there are no surprises.
- Responsible for overseeing the district's \$200 million federal and state grant programs, 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.
- Directs and oversees the generally accepted accounting principles (GAAP) basis financial reporting and grant accounting.
- 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.

- 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.
- 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.
- Identifies and informs the Comptroller and other management staff of pertinent financial matters. Communicates and recommends process improvements to the Comptroller.
- Devises methods to improve the overall reporting process in financial reporting, general accounting and grants accounting. Informs management of material changes in performance.
- Serves as a liaison between Budget and Accounting departments. Stays abreast of the District's Budget issues and the impact on Financial Reporting.
- Forecasts the district's shared cost and makes recommendations to maximize state aid and to avoid unnecessary property tax increases.
- Directs the development, implementation 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.
- Directs the preparation and issuance of internal and external financial reports and regulatory reports that are meaningful, accurate, timely, and in accordance with GAAP or other required basis. Additional reports include: 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.
- Manages and coaches employees and the work flow and production assignments to ensure standards are maintained.
- 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.
- Actively supports the MPS Five Pillars of Success.
- Perform other duties as assigned.

Job Requirements:

Education Requirements:

- The position requires a bachelor's degree from an accredited college or university, in accounting, finance, or closely related field.
- Certified Public Accountant (CPA) preferred.

Experience Requirements:

- The position requires at least three years of supervisory experience
- Knowledge of accounting, audit procedures and/or budgeting is required

Knowledge, Skills and Abilities:

- Effective oral, written, analytical and presentation skills are essential.
- 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.
- A demonstrated ability to work well with external customers, departmental leaders and staff, other central office departments and school staff is required.

Working Environment:

- 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.