FINANCIAL OFFICER

I. DEFINITIONS

FINANCIAL OFFICER

This is the objective level for professional supervisory and management positions which function as the controller for a medium size institution. Positions supervise and manage all of the fiscal operations for the institution; manage the development and maintenance of all 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 financial reports and statements; develop and implement the institution’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 institution-wide cost allocation plan and monitor its implementation; supervise professional and paraprofessional financial staff; and may develop and monitor biennial and annual budget requests and internal operating budgets. Positions allocated to this level supervise Accountant-Senior and/or Auditor-Senior and/or Financial Supervisor 3 positions. Work is performed under general supervision.

II. 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.

III. RELATED POSITIONS

Financial Specialist Supervisor
Financial Supervisor
Financial Manager