



UW SYSTEM ADMINISTRATION | OFFICE OF FINANCIAL ADMINISTRATION | MADISON, WI

## **JOB ANNOUNCEMENT**

# **PROJECT SENIOR ACCOUNTANT**

### **(TWO-YEAR FIXED TERMINAL)**

The [University of Wisconsin System](https://www.wisconsin.edu/about-the-uw-system/) is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System's combined enrollment headcount is approximately 170,000, and the System confers more than 36,000 degrees each year. Learn more about the UW System at <https://www.wisconsin.edu/about-the-uw-system/>.

The Office of Financial Administration has the primary responsibility for the fiscal integrity of the University of Wisconsin System. It is expected to provide a financial environment that is secure, encourages the accomplishment of academic missions, provides timely and accurate information, and assists all levels of management in making prudent financial decisions.

#### **POSITION SUMMARY**

The Project Senior Accountant position is an operational accountant in the role of supporting Financial Administration that provides accounting, reporting, and policy services to all institutions in the UW System. The individual in this position provides leadership and accounting expertise in one or more business processes, provides direction and coordination of the team members and activities, demonstrates a high degree of customer support and relationship management, and promotes operational efficiencies.

This position assists in managing UW System's complex accounting structure consisting of numerous funds, day-to-day accounting activities, development and maintenance of accounting records, processing of accounting transactions, reconciliation of accounts, and closing of accounting records. This position is further responsible for preparation of systemwide financial reports and analysis, development and maintenance of complex automated financial systems, development and implementation of financial policies.

#### **MAJOR RESPONSIBILITIES**

- Management, development, and maintenance of accounting records, processing of accounting transactions, reconciliation of accounts, and closing of accounting records
- External Audits for fiscal year end
- Preparation of Financial Reports, Financial Analysis, and Budget Monitoring
- Development and maintenance of complex automated financial systems

#### **MINIMUM QUALIFICATIONS**

To be considered for this position, applicants must have:

- 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.
- A minimum of five years progressively responsible financial management experience including accounting, financial reporting, and budgeting.
- Ability to communicate effectively, both orally and in writing, with various levels of University staff and officials.
- Experience in the interpretation, development, and implementation of complex policies, procedures, and rules relating to accounting and internal controls.
- Demonstrated experience in leading a collaborative team environment.

## **PREFERRED QUALIFICATIONS**

Well-qualified applicants will also have a substantial amount of experience in the following:

- Extensive knowledge and experience in financial administration and CPA certificate.
- Knowledge of and ability to use creative problem-solving techniques.
- A minimum of two years of supervisory experience.

## **CONDITIONS OF EMPLOYMENT**

This position is a full-time, salaried (exempt), fixed term terminal academic staff two-year project position. The hiring salary range for this position is \$56,000-80,000. Salary will be commensurate with the successful candidate's qualifications and experience. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access [ALEX](#), the UW System's on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: [Summary - Faculty, Academic Staff & Limited Appointees](#). Furthermore, the [UW System Total Compensation Estimator](#) is a tool designed to provide you with total compensation information.

## **WORK LOCATION**

780 Regent Street, Madison, WI.

## **SPECIAL NOTE:**

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

"The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: [wisconsin.edu/ohrwd/title-and-total-compensation-study/](http://wisconsin.edu/ohrwd/title-and-total-compensation-study/)."

## **APPLICATION INSTRUCTIONS**

**To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through SUNDAY, NOVEMBER 24, 2019.** Applications may be accepted until the position fills.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: <https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/>
2. Select the appropriate applicant portal, either [External Applicants](#) or [Internal Applicants](#).
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions and be sure to include your salary expectations when asked in our applicant tracking system. In addition, please be sure to upload **ALL THREE** of the required documents: resume, cover letter, and references **as PDF files**. Failing to include any of these documents may disqualify your application. Uploading your documents as PDFs is also critical to maintain the formatting of your documents.
  - a. Your cover letter **MUST** specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under "Minimum Qualifications."
  - b. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references **with at least one being from a current or previous supervisor**.
5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. The UW System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).
6. Submit your application.

Questions may be addressed to: Wanda Manning, HR Generalist, UW System Human Resources, at [wmanning@uwsa.edu](mailto:wmanning@uwsa.edu).  
*The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.*