



JOB ANNOUNCEMENT

Financial Specialist Senior

OFFICE OF FINANCIAL ADMINISTRATION
UW SYSTEM ADMINISTRATION
MADISON, WI

The Office of Financial Administration has the primary responsibility for the fiscal integrity of the University of Wisconsin System. 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. Learn more about the UW System at <https://www.wisconsin.edu/about-the-uw-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

This position is performed under the direction of the Lead Senior Accountant and works in collaboration with the UW System Travel Manager. This position will assist in the development of a centralized processing center for the UW System as it relates to the audit of travel expense reports from the institutions of the UW System. This position will be responsible for the audit of travel expense reports which requires the ability to apply accounting and auditing methods and techniques to all university programs. The position responsibilities require a comprehensive understanding of UW and State policies and procedures and interprets applicable rules and regulations for operational enhancements. This position requires strong organizational skills, ability to work with detail, and an ability to work independently. This position also provides training on the use of the Peoplesoft Shared Financial System (SFS) Expense Module and guidance in processing accounting transactions related to expense reports.

MAJOR RESPONSIBILITIES

- Processing of expense reports
 - Audit expense documents for appropriateness of expenditure
 - Audit documents using the Peoplesoft (SFS) Expense Module
 - Ensure compliance with UW System Travel regulations and State policies and procedures
 - Ensure compliance with UW System Purchasing Card regulations and State policies and procedures.
- Assist in the continued development of a centralized processing center for auditing of travel expense reports
 - Work with the Lead Senior Accountant and the UW System Travel Manager in the development/maintenance of a centralized processing center to streamline transaction processing that builds on operational enhancements to ensure effective and efficient processing of auditing travel expense reports
 - Assist in the training on the use of the SFS Travel Expense Module to ensure uniformity across the UW System.
- Shared Supplier Database work
 - Assist with supplier database research and maintenance to ensure data integrity and correct IRS reporting errors

MINIMUM QUALIFICATIONS

In order to be considered for this position, a candidate must have:

- Experience providing customer support services
- Experience in the interpretation and application of policies, procedures, and rules relating to financial transactions.
- Intermediate skills using Microsoft Excel (such as formulas)

PREFERRED QUALIFICATIONS

A well-qualified candidate will also have:

- Experience with adjusting journal entries
- Demonstrated knowledge of accounts payable or expense report auditing
- Experience querying and compiling financial information from on-line or web-based financial management and accounting systems and databases

CONDITIONS OF EMPLOYMENT

This is a full-time, non-exempt university staff position. The hourly salary is between \$18-28 per hour and will be commensurate with the candidate's qualifications and experience. UW System employees receive an excellent benefits package: [Summary – University Staff](#). Please see this link for total compensation information: [UW System Total Compensation Estimator](#). To learn more about your comprehensive benefit package, please access [ALEX](#) the UW System's on-line virtual benefits counselor.

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.

APPLICATION INSTRUCTIONS

To ensure full consideration, please submit application materials as soon as possible. Applicant screening will begin immediately and be ongoing through SUNDAY, JULY 28, 2019. However, applications may be accepted until the position has been filled.

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; 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 supervisory references **with at least one being from your current 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.

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.

Questions may be addressed to: Wanda Manning, HR Generalist, UW System Human Resources, at wmanning@uwsa.edu.