

University of Wisconsin System Administration – Financial Administration
Project Senior Accountant Position Description
September 2019

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.

GOALS AND WORKER ACTIVITIES

35% A. Management, development, and maintenance of accounting records, processing of accounting transactions, reconciliation of accounts, and closing of accounting records.

- A1. Ensure all accounting transactions are recorded accurately using generally accepted accounting principles.
- A2. Ensure all account reconciliations are completed accurately and timely.
- A3. Determine fiscal year end transaction processing to meet closing deadlines and ensure proper closing of accounting records.

30% B. External Audit for fiscal year end

- B1. Complete audit workpapers for interim and year end "Prepared by Client" list from external audit firm and have proper supporting documentation.
- B2. Stay current on new and emerging GAAP and GASB standards for preparation of the year-end financial reports.
- B3. Maintain proper internal controls to achieve safeguard of University assets; ensure reliability and integrity of financial information; ensure compliance with University, state, and federal rules, regulations, and guidelines; and promote efficient and effective operations.

20% C. Preparation of Financial Reports, Financial Analysis, and Budget Monitoring

- C1. Prepare fiscal year-end financial reports for accrual basis GAAP financial statements.
- C2. Complete periodic financial analysis of financial transactions using queries and reports to ensure consistency, accuracy, and materially correct, including financial information as

requested by the Vice President for Finance, Senior Associate Vice President for Finance, Controller and other managers, as needed.

- C3. Monitor budgets and recommend budget adjustments in accordance with UW System policy.
- C4. Ensure tax reporting is completed in accordance with University, state, and federal policies and tax regulations.

10% D. Development and maintenance of complex automated financial systems

- D1. Develop and maintain internal operating policies and procedures that maximizes the use of accounting technologies, including, but not limited to, the SFS general ledger, accounts payable/purchase order, and project lite modules.
- D2. Stay current on new and emerging technology and determine what changes are needed to improve operational efficiencies.
- D3. Coordinate and ensure all testing related to accounting processes is completed for any new automated systems, maintenance packs, and upgrades.

5% E. Miscellaneous duties

- F1. Participate in internal and external professional development offerings to maintain core career/job competencies.
- F2. Perform other duties as assigned.

KNOWLEDGE AND SKILLS

Required -

1. 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.
2. A minimum of five years progressively responsible financial management experience including accounting, financial reporting, and budgeting.
3. Ability to communicate effectively, both orally and in writing, with various levels of University staff and officials.
4. Experience in the interpretation, development, and implementation of complex policies, procedures, and rules relating to accounting and internal controls.
5. Demonstrated experience in leading a collaborative team environment.

Preferred –

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