



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

JOB ANNOUNCEMENT SENIOR ACCOUNTANT

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 exceeds 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 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. 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.
 - Ensure all accounting transactions are recorded accurately using generally accepted accounting principles.
 - Ensure all account reconciliations are completed accurately and timely.
 - Determine fiscal year end transaction processing to meet closing deadlines and ensure proper closing of accounting records.
- Develop accounting policies and procedures.
 - Develop accounting policies and procedures for financial transactions including mechanisms to ensure compliance and maintain good internal controls and update content on the UWSA website.
 - Develop and maintain accounting procedural manuals and lead training sessions to educate staff in using proper accounting procedure, automated systems, and how to interpret UW System, state, and federal policies.
 - 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.
- Preparation of Financial Reports, Financial Analysis, and Budget Monitoring.
 - Prepare fiscal year-end financial reports for accrual basis GAAP financial statements.
 - 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.
 - Monitor budgets and recommend budget adjustments in accordance with UW System policy.
- Development and maintenance of complex automated financial systems.
 - 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.
 - Stay current on new and emerging technology and determine what changes are needed to improve operational efficiencies.
 - Coordinate and ensure all testing related to accounting processes is completed for any new automated systems, maintenance packs, and upgrades.
- Ensure tax reporting is completed in accordance with University, state, and federal policies and tax regulations.
 - Compile, review, and submit the UW System unrelated business income tax (UBIT) return.
 - Compile institution submissions and relevant data from the Schedule K-1 (Form 1065) obtained from UW System Trust Funds for all partnerships with the UW institutions.
 - Research and provide answers for any UBIT questions asked by the UW institutions.
 - Consult with and provide the contracted accounting firm with any requested UBIT data to finalize the UW System UBIT return.

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 three 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.

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.

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 \$56,000-86,000. 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.

APPLICATION INSTRUCTIONS: To ensure full consideration, please submit application materials as soon as possible.

Applicant screening will begin immediately and be ongoing through THURSDAY, OCTOBER 10, 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.

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.