



## **JOB DESCRIPTION**

<b>Job Title</b>	Senior Finance Specialist
<b>Department</b>	Finance
<b>Reports To</b>	Finance Manager
<b>Classification</b>	Non-Affiliated
<b>Location</b>	Administration Building
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

The Senior Finance Specialist, under the direction of the Finance Manager, implements the District's accounting systems and data processing system necessary to meet required financial and fixed asset management. In addition, the Senior Finance Specialist performs a variety of administrative functions related to payroll, accounting, and human resources; including maintenance of the Human Resources information system, processing and reporting of data, payroll setup and processing, position budgeting, and various other day-to-day duties to meet the business and finance needs of the school district.

## **Essential Job Functions**

- Maintains, develops, and modifies information within District's accounting, financial and human resources systems.
- Maintains, develops, and modifies HRIS employee portal.
- Creates and maintains custom reporting in the accounting, financial and human resources systems, including automated production of state and federal reporting requirements.
- Ensures integrity of data within the HRIS through creation and maintenance of processes, data entry, and software-to-software data flows.
- Writes procedure manuals, provides documentation, and trains staff in finance software ensuring compliance with district guidelines, federal and state rules, and regulations.
- Assists with interpretation of handbook language for various internal and external stakeholders.
- Compiles and reports on staff data for internal and external stakeholders.
- Assists with and processes payroll cycle.
- Oversees and processes complete payroll cycle in the absence of the Finance Manager.
- Plans, tests, and implements system modifications and upgrades in conjunction with IT, Payroll, and Finance Manager along with software company consultants.
- Writes and modifies reports as needed for various stakeholders to support District projects.
- Coordinates various one-time or ongoing projects as requested by District leadership or the Board of Education.

- Reviews accounts receivable, accounts payable, and cash receipt transactions for accuracy/internal control before posting to general ledger.
- Assists with daily cash flow records and assist in preparation of District cash flow borrowing paperwork.
- Assists with organizing and oversee annual audit and prepare draft of annual financial statements.
- Explains and justify financial policies and procedures and coordinate compliance with departments and school.
- Prepares posting adjustments.
- Assists with reconcile of all donation/fundraising accounts.
- Reviews and reconcile balance sheet accounts-
- Prepares, processes and completes various financial reports including but not limited to, processing wire payments and or Automated Clearing House payments(ACH), 1099-MISC and 1099-NEC forms, and managing unclaimed property reports.
- Maintains fixed asset schedule, OPEB stipend schedule, and other accounting related schedules.
- Performs various finance functions including but not limited to, year-end reconciliations, internal audits, treasury management functions, revenue budget, and other state and federal reporting.

#### **Ancillary Job Functions**

- Keeps up to date on all compliance, accounting, and other financial matters.
- Participates in developing department goals, objectives, and processes.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Three years of experience in Human Resources, Payroll, Accounting, Finance, or related field.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate's degree and/or comparable experience in Human Resources, Accounting, or related field.
- Certified Public Accountant (CPA) license.
- Three years or more school district audit experience

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge and ability to use Excel to provide reporting in various forms.
- Knowledge of database management and information systems.
- Comprehensive knowledge of district policies and procedures.
- Ability to provide services with a high degree of confidentiality.

- Ability to interact with staff, co-workers, and other public in a friendly, service-oriented manner.
- Ability to perform varied, difficult, and complex tasks at a high rate of speed and accuracy.
- Ability to prepare and maintain clear, detailed, and complete reports.
- Ability to exercise judgment and discretion in the application and interpretation of policies and regulations.
- Effective communication skills.
- Strong analytical skills.
- Strong ability to develop process automation.
- Knowledgeable in risk and compliance.
- Understanding of Wisconsin Uniform Financial Accounting Requirements (WUFAR).
- Understanding of Governmental Accounting Standards Board (GASB) reporting.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.