

FINANCE SPECIALIST 2

KIND OF WORK

Advanced professional financial and technical systems work for Minnesota Management & Budget (MMB).

NATURE AND PURPOSE

Under administrative direction an employee in this class monitors and controls key modules of the Minnesota Accounting Procurement System (MAPS) or State Employees Management System (SEMA4) to assure functioning is within administrative standards, rules, policies and procedures. Provides consultation, advice, and functional assistance to state agency/department accounting and managerial staff on proper use of MAPS or SEMA4 so they can maximize system capabilities and improve their internal business processes. Provides advanced ad hoc reporting services and prepares the most complex level statements for the State's Comprehensive Annual Financial Report and Federal Financial & Compliance Report. Provides training and assistance to other accountants on Generally Accepted Accounting Principal (GAAP) issues/requirements. May be assigned lead work over a unit of professional staff in a specific accounting. Performs related work as required.

This class differs from the Finance Specialist 1 level in that employees in this class are assigned medium to large agency accounts with more complex accounting structures. The Finance Specialist 2 level has more responsibility for training and assisting other accountants, in MMB and at other state agencies, on GAAP issues/requirements. The functional expert areas for the Finance Specialist 2 level include Cash Receipts/Revenue, Job Costing, Project Management and Reports Management. In addition to their Finance Specialist 2 areas of expertise, if department needs dictate, they may be assigned Finance Specialist 1 accounts in addition to their Finance Specialist 2 accounts. The Finance Specialist 2 differs from the Finance Specialist 3 in that the Finance Specialist 2 is less likely to be assigned team lead duties. The Finance Specialist 2 level is more likely to be determined by the level of responsibility the position has in assuring that GAAP, as well as federal and state legal reporting requirements are met. The Finance Specialist 2 would be more focused on assuring the needs of agencies are being met and that opportunities for utilization of MAPS are identified and brought to the attention of assigned agencies and MMB Management.

EXAMPLES OF WORK (A position may not include all work examples given, nor does the list include all that may be assigned.)

Compiles and prepares level II and III fund statements for Comprehensive Annual Financial Report; serves as expert on at least two GAAP issues and assists other accountants in developing expertise in these areas, develops and coordinates implementation plans for new GAAP standards; and assists agencies on technical governmental accounting issues so that the financial position of the state is accurately portrayed and reporting requirements are met.

Provides consultation, education and assistance to assigned medium and large state agencies regarding financial management, accounting and administrative procedures, business practices, and the utilization of the Minnesota Accounting Procurement System (MAPS) so agencies develop an understanding of the functionality of MAPS and how it might interface with or replace their internal systems. Defines and recommends functional changes to MAPS to address reported system problems, to provide for enhancements and support user needs. Coordinate the development and maintenance of MAPS Accounting Report Delivery System so standard reports are developed to meet user requirements.

Investigates and resolves complex payroll problems; monitors payroll control tables and edits that directly affect payroll processing to insure the accuracy of employee payroll records and fiscal reporting of the payroll system. Reconciles federal 941 Employee's Quarterly Returns, MW-1 MN Employer's Quarterly Withholding Return and MW-3 MN Reconciliation of Income Tax Withheld, and other required quarterly payroll tax reports; reconciles annual W-2's to deposits of federal and state taxes reported on quarterly 941, MW-1, MW-3 and various other reports. Develops, implements and updates accounting and documentation procedures to control the receipt and depositing of federal and state payroll taxes to assure deposits are complete, accurate, timely and in compliance with federal and state deposit requirements.

Leads a team of professional level staff responsible for Payroll Accounting and Communications. Plans, coordinates and initiates changes to SEMA4 on-line documentation so users have the information they need to process payroll transactions. Coordinates and collaborates with Payroll Operations staff in developing and implementing payroll policies and procedures; performs business processing re-engineering analyses and recommends internal and external changes that may alter work procedures and simplify processes so operating needs are met with greater efficiency. Coordinates communication of SEMA4 system changes to users so they are aware of them and how they will affect the payroll processing function. Designs, develops and writes program code to produce simple, to very complex ad hoc reports from SEMA4, MAPS, and the Information Warehouse for wide range of public, private and governmental clientele so their information needs are met. Assists in the on-going functional analysis, design, development and testing of SEMA4 system changes, coordinates SEMA4 maintenance and development with Information Services; coordinates development of daily and annual schedules with Information Services to assure the operations of SEMA4 computer jobs and job streams necessary for processing payroll, payroll accounts and payroll reports are run on time and in the proper sequence. Serves as PC software support for Finance staff so they can develop the skills they need to perform their jobs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of: Governmental Accounting sufficient to:

- Perform analysis, design and testing of assigned MAPS or SEMA4 modules.
- Evaluate, test for compliance and recommend improvements to internal financial control structures at state agencies.
- Train other accountants in the correct applications of GAAP for Minnesota as it pertains to financial reporting or internal control procedures.
- Assure that federal and multiple state payroll reporting requirements are maintained.
- Prepare financial statements for most complex state funds, and review agency prepared financial statements for accuracy and completeness.
- Develop expertise and advise other accountants on the application of GAAP standards on two or more of the following: pensions, cash and investments, federal issues, disclosure requirements, college and university accounting, insurance accounting, environmental issues, accounting for component units and budgetary statements.

Knowledge of:

Technical computer skills sufficient to do simple programming and complicated ad hoc report generation.

Accounting and financial issues and the business processes used in medium to large state agencies sufficient to advise them on proper use of MAPS for reporting purposes.

State's appropriation, budgetary, accounting, position control and personnel/payroll system sufficient to assist agencies with problems.

Generally accepted accounting principles and practices sufficient to be a functional expert for assigned MAPS or SEMA4 modules.

Payroll operations and applicable laws, regulations and contractual requirements sufficient to identify potential system problems and recommend actions to prevent or eliminate them.

IRS laws, regulations and reporting requirements sufficient to assure the payroll system is in compliance.

Ability to:

Direct work activities, coach and train others.

Relate accounting and payroll system functions to overall process of state agencies.

Read and interpret statutes, union contracts, rules and regulations pertaining to payroll, retirement, IRS taxation laws, data privacy, GASB pronouncement, etc., and determine if existing practices and controls are adequate.

Problem solving and analytical skills sufficient to identify system problems and initiate corrective action.

Establish effective working relationships with other employees, other state agencies, managers and the public.

Apply knowledge in developing, revising, and implementing statewide policy and procedures.

Deal with constant changes caused by external forces such as law changes, IRS changes, revenue or taxation changes, social security administration changes, union contract changes, etc and act on them promptly and accurately.

Communicate system change/correction needs to technical staff sufficiently to assure implementation.

Test system changes to assure proper operation when they are put into production.

Make recommendations for improvement and corrective actions.

Communicate effectively verbally and in writing.

FUNCTIONAL EXPERT DEFINITION (A functional expert is an expert in one or more of the following areas: accounting, budget, payroll and/or financial reporting. A functional expert knows the policies and procedures, authoritative standards, business needs, and processes for their functional area.)

Where the functional area is supported by statewide administrative systems, the expert thoroughly understands the system itself and how processes flow through the system and impact/interact with other functions. A functional expert has the ability to analyze and resolve system problems and work with technical staff to assure resolutions are properly implemented and tested.

Where the functional area is governed by authoritative standards, the expert thoroughly understands those standards and how they apply to the state's business practices. A functional expert has the ability to analyze and explain the impacts of authoritative standards and works with staff within the department and at other state agencies to establish guidelines and implement policies, procedures and processes to assure compliance.

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T.C.:
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