

**UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION
EMPLOYMENT OPPORTUNITY**

(Transfer, Reinstatement, or Voluntary Demotion)

CLASSIFICATION:	ACCOUNTANT 100% (PR 07-04) <i>Please note – only current or former State employees with transfer, reinstatement or demotion eligibility at or above pay range 07-04 are eligible to apply for this position.</i>
LOCATION:	UW System Administration Office of Financial Administration 780 Regent Street Madison, WI 53715
WORK SCHEDULE:	Full time position. Monday – Friday, 7:45 am – 4:30 pm.
DUTIES:	This position performs professional accounting duties related to financial accounts, journals, ledgers, other records, and reports within automated financial systems; administers UWSA grants, contracts, projects and gifts; manages the procurement process; maintains and reconciles fixed asset and inventory records; allocates and distributes State Investment Fund interest; and manages UW Foundation accounting.
KNOWLEDGE REQUIRED:	Knowledge of and demonstrated ability to apply Generally Accepted Accounting Principles (GAAP); Knowledge of governmental accounting; Ability to interpret and comply with a variety of rules and regulations, including UW System, State, and Federal; Knowledge of and ability to use automated financial systems; Ability to prepare financial reports, spreadsheets, database queries, and budgets; Ability to interpret and analyze financial data; Ability to communicate effectively both in writing and verbally; Ability to establish and maintain effective working relationships.
PAY:	Pay will be based on the rules that apply to compensation upon transfer, reinstatement or voluntary demotion. Beginning pay will not be less than the minimum for the pay range (\$35,291 annual). This position is in pay schedule and pay range 07-04. A six-month permissive probationary period may be required.
APPLICATION:	Eligible applicants must submit a letter of interest and professional current resume, including contact information for three supervisory references. Materials must be submitted by mail, fax, or email (preferred) to Demi Wiemann, UW-System Administration, Office of Human Resources, 780 Regent Street, Suite 230, Madison, WI 53715; Fax (608) 265-9834; dwiemann@uwsa.edu . Review of application materials will begin on Tuesday, February 9, 2010 and continue until position is filled.

UW System Administration is an AA/EEO Employer