

Chief Trust Finance Officer

Job ID

20806

Regular/Temporary

Location

Madison

Regular

Agency

Employee Trust Funds

Classification Code

00540

Full/Part Time

Full-Time

Classification Title

Financial Manager



Introduction

Are you an experienced financial leader looking for an opportunity to work with a retirement system that has established itself as a model public pension system and one of the best funded in the country? If YES, then apply now for an opportunity to use your skills with an organization that truly makes a difference in the lives of thousands!

What We're Looking For: The Department of Employee Trust Funds (ETF) is seeking an experienced leader with at least 5 years of formal supervisory experience in a financial environment to serve as Administrator of the Division of Finance and ETF's Chief Trust Finance Officer. A current Certified Public Accountant license and ten or more years of experience in professional accounting, auditing, economics or financial analysis is preferred.

What We Offer: This is an excellent opportunity to [develop a meaningful and rewarding career with ETF](#). Our employees have access to an excellent comprehensive [benefit and compensation package](#), including generous **paid time off so you can truly have work/life balance!** If you have student loans and work full time in a public service job (like this one!) you may be eligible for the [Public Service Loan Forgiveness](#) Program.

Who We Are: The [Department of Employee Trust Funds \(ETF\)](#) manages retirement, insurance, and other benefit programs for 700,000+ state and local government employees and retirees of the WRS. Our members are at the center of everything we do, and we're *committed* to enhancing their well-being by delivering expert guidance, strong, sustainable benefit programs, and an exceptional customer experience. We're looking for talented people who are active learners that build strong collaborative customer relationships (whether internal or external) and recognize the value different perspectives and experiences bring to our organization.

Where We're Located: ETF located in the [award-winning city of Madison](#). Located just off University and Sheboygan Avenues, at 4822 Madison Yards Way, within walking distance to several parks, restaurants, and [Hilldale Shopping Center](#).

Position Summary

As the Chief Trust Finance Officer (CTFO), this position serves as the Administrator of the Division of Trust Finance (DTF) and is responsible for the planning and direction of financial activities related to public sector multi-employer benefit programs, policies, objectives, and initiatives including the Wisconsin Retirement System (WRS) and other programs impacting over 700,000 individual members, and over 1,600 state and local units of government in Wisconsin. This position provides vision and leadership to the Division of over 30 staff, providing general direction to managers and staff as well as collaborating with other key stakeholders within the Department. The CTFO is the primary contact for external parties such as the Legislative Audit Bureau and consulting actuaries and serves as a member of the Department's Strategic Council on guiding the strategic transformation and technology modernization to accelerate the ability to engage and serve customers as they prefer. The position also serves on the Department's Portfolio Committee, helping prioritize resources toward the Department's highest operational and strategic priorities.

[Please review the position description for more information.](#)

Salary Information

This position is in the Financial Manager classification (pay schedule/range 81-01), with an **annual salary up to \$156,000, plus excellent benefits**. In addition, there is \$1.00 per hour (or \$2,080 annually) added to your salary if you hold a Certified Public Accountant (CPA) license.

Pay for current and new state employees will be set in accordance with the Wisconsin State Compensation Plan in effect at the time of appointment.

To learn more about ETF's total compensation package, please visit our [Total Rewards Calculator!](#)

Job Details

ETF offers hybrid remote/office work. If interested in hybrid remote/office work, this can be discussed in more detail during the interview process. The selected employee(s) must report to ETF's office on the first day of employment. In addition, the employee may need to report to ETF on short notice as operational needs require. **All employees are expected to be headquartered and work within the state of Wisconsin.**

ETF does not sponsor work visas. Any appointment made will be contingent on the applicant being able to prove valid status to work in the United States.

Prior to any appointments for position(s) filled from this announcement, candidates may be subject to a comprehensive criminal background check to determine whether the circumstances of any conviction may be related to the duties required of the position.

A 2-year Career Executive trial period or 1-year probationary period may be required.

Qualifications

Minimally Qualified candidates will have experience in all the following:

- At least 5 years of formal supervisory experience, in a financial environment, performing duties such as recruitment, evaluating staff performance, assigning workload/setting priorities, coaching/developing staff, etc.
- Driving organization-wide strategic and operational financial vision, strategy, policy, and compliance.
- Implementing, monitoring, or auditing internal controls in a financial environment.
- Applying generally accepted accounting principles (GAAP), rules, and theories (e.g., implementation of accounting standards, preparing or auditing financial statements or annual comprehensive financial report)
- Experience using an Enterprise Resource Planning system or other large accounting system to record, analyze, or audit financial transactions.
- Developing and implementing financial policies and procedures.
- Collecting, analyzing, and presenting data to inform and support decision-making.
- Advancing continuous improvement, and shepherding change in an organization.

In addition, Highly Qualified candidates will also have a Certified Public Accountant license as well as experience with some of the following:

- Preparing and presenting financial data to the highest level of leadership or governing boards to inform and support decision-making.
- Collaborating with internal business partners to identify and assess organizational risks and the effectiveness of internal controls within a risk management framework.
- Experience with actuarial valuations and studies of pension funds or insurance plans (e.g., developing or reviewing financial models used in actuarial valuations, providing or reviewing data that are inputs into valuation, involvement in producing or reviewing reports, communicating results).
- Experience applying Governmental Accounting Standards Board (GASB) principles.
- Experience with government pension or other employee benefit plans.

How To Apply

To apply, click “**Apply for Job**” to start the application process. Follow the steps outlined in the application process and submit your application. To be considered for this position, you must attach a resume and letter of qualifications addressing your training and experience with the qualifications listed above.

Your letter of qualifications and resume are very important parts of your application and are used during our evaluation process to determine your eligibility for further consideration. For helpful tips, please review our [instructions for developing your resume and letter of qualifications](#).

Online applications that do not include all requested materials may not be considered. Submitted materials will be evaluated by a panel of job experts and the most qualified applicants will be invited to participate in the next step of the selection process.

Current Career Executives or those with reinstatement eligibility to Career Executive status should complete the application process described above by the stated deadline.

The State of Wisconsin offers a special program for qualified veterans with a 30% or greater service-connected disability. If you are a qualified veteran, please visit the [Veterans Employment](#) page for application instructions to be considered for the Veterans Non-Competitive Appointment program.

For applicant questions or employment inquiries contact ETF Human Resources: ETFJobs@etf.wi.gov, 608-266-1210. Please see the [Frequently Asked Questions](#) for general wisc.jobs user information and technical assistance.

ETF is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce. Veterans, women, people of color, LGBTQIA+, and people with disabilities are encouraged to apply. We provide reasonable accommodations to qualified applicants and employees with disabilities.

Deadline to Apply

Application materials are due by **11:59 pm on Wednesday, June 17th.**