

Professional Accounting & Auditing Careers

The State of Wisconsin offers:

- Excellent Opportunities for Diversified and Challenging Assignments
- Professional Growth
- Advancement
- On-the-Job Training

Competitive Salary

The starting salary is between \$35,880 and \$59,196 per year depending on qualifications.

*Starting salaries vary depending on the actual title of the position and the qualifications of the individual.

Great Benefits

Paid Time-Off Each Year

- Vacation
- Personal Leave
- Holidays

Sick Leave

Flexible Work Schedules

Excellent Insurance Plans

- Health
- Income Continuation
- Life Insurance
- Dental

Generous Retirement Plan & Deferred Compensation

How To Apply

- To be included in the eligibility pool for current and future vacancies, you must complete the application materials beginning on page 3 and send them to the Office of State Employment Relations. The examination materials are designed to inventory and assess your relevant education, training and experience as they relate to the needs of State accounting and auditing positions. Application materials are evaluated weekly and the names of eligible candidates are referred to State agencies.
- Upon receipt of your completed materials, they will be evaluated to determine whether your education, training and experience meet the minimum qualifications. Once the determination is made, the results of that evaluation will be mailed to you. The results will indicate that you are either "Eligible" or "Not Eligible" which is based on whether or not you have met the minimum of a four-year degree in accounting or an equivalent combination of education and professional work experience.
- The names of eligible applicants will be added to the entry-level accounting/auditing database. State agencies use this database of candidates to fill their vacancies. When an agency has a vacancy, they request a list of candidates from the database and then will contact you to schedule an interview.
- A status of "Eligible" remains active for 6 months. At the end of 6 months, you must either reapply or re-use your exam score. Reuse your exam score by clicking the "reuse" button in your job cart in Wisc.Jobs. If you do not have an on-line job cart set up in Wisc.Jobs, you may also request to re-use your exam score by submitting a completed Application for State Employment with the "Score Reuse" box checked. You are able to extend your eligible status for another 6 months. If you are "Not Eligible" you may reapply at anytime.
- If your circumstances change and you are no longer interested in being contacted for State jobs, please notify us so that we can maintain an accurate and current database of interested candidates.

Once you have completed the application materials, please send them along with:

- The [Application for State Employment](#)
AND
- A copy of your current resume and transcripts (unofficial version acceptable) to:

State of Wisconsin
DPM/ELPA
PO Box 7855
Madison WI 53707-7855

If you have specific questions about filling out the packet you may contact:

Megan Crary
Human Resources Consultant
608-266-2705
EMAIL: megan.crary@wisconsin.gov

PLEASE TURN TO THE APPLICATION MATERIALS ON PAGE 3

EMPLOYMENT PREFERENCES & CERTIFYING STATEMENT

EMPLOYMENT PREFERENCES

- 1) Please check which position(s) you are interested in working in: Accountant Auditor

- 2) Please indicate if you are willing to travel overnight at least 25% of the time: Yes No

CERTIFYING STATEMENT

WISCONSIN ADMINISTRATIVE CODE:

ER-MRS 6.10. . . the Administrator may refuse to . . . certify. . . or remove an applicant from a certification. . .

- (5) who has made a false statement of any material fact in any part of the selection process;
- (7) who practices, or attempts to practice, any deception or fraud in application, certification, examination, or in securing eligibility or appointment;. . .
- (10) who has in any manner gained access to special or secret information regarding the content of an examination.

WISCONSIN STATUTES:

Section 230.43 Misdemeanors; how punished. (1) Obstruction or Falsification of examinations. Any person. . . (c) who willfully or corruptly makes any false representations concerning the same [examination]. . . (e) . . . shall for each offense be guilty of a misdemeanor.

(3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50, nor more than \$1,000, or by imprisonment for not more than one year or both.

CERTIFICATION

I certify that I have read and acknowledge that I understand the preceding excerpts from the Wisconsin Administrative Code, ER-MRS 6.10, and Wisconsin Statutes, sec. 230.43 which relate to (1) security of examination information, and (2) falsification of information in any part of the selection process; and I certify that my responses about my academic preparation are true to the best of my recollection; that I can document any academic preparation that I claim.

Name (PRINT)	
Signature	Date Signed

TURN TO PAGE 4 TO COMPLETE THE ACCOUNTANT & AUDITOR INVENTORY

ACCOUNTANT & AUDITOR INVENTORY

SECTION 1: Minimum Qualification Statement

The information in Section 1 relates to the minimum academic preparation or professional work experience required to be eligible for entry-level Accountant/Auditor positions. To qualify for these jobs you must have the academic preparation, experience or training described in **at least one of the items A through D**. If you do **not** have the experience outlined in at least one of the items listed, you are not minimally qualified and would not be eligible for appointment.

A. Completed or in the process of completing (within 9 months) a four-year or advanced degree with a major in Accounting from an accredited College/University.

Undergraduate

Graduate/Master of Professional Accountancy

Month/Year of Graduation: _____

Degree and Major: _____

College/University: _____

***If item A best describes your qualifications you have completed the necessary application materials assessing your qualifications and can proceed to turn in pages 3 & 4 along with the Application for State Employment, transcripts and a copy of your current resume to the Division of Personnel Management.**

IF YOU HAVE A FOUR-YEAR OR ADVANCED DEGREE WITH A MAJOR OTHER THAN ACCOUNTING, FOUR OR MORE YEARS WORKING AS A PROFESSIONAL, OR A COMBINATION OF ACADEMIC PREPARATION AND WORK EXPERIENCE EQUAL TO OR GREATER THAN FOUR YEARS → FOLLOW THE DIRECTIONS ON PAGE 5.

SECTION 1: Minimum Qualification Statement (Continued)

- B. **Completed or in the process of completing (*within 9 months*) a four-year or advanced degree with a major other than Accounting from an accredited educational institution and the reasonable equivalent of an accounting major as defined by successfully (i.e., grade of "C" or higher) completing course work in all of the following courses:**

Introductory Accounting - Intermediate Accounting I - Intermediate Accounting II - Advanced Accounting
Cost Accounting - Auditing - Income Tax Accounting - Business Law

Undergraduate Graduate Month/Year of Graduation: _____

Degree and Major: _____

College/University: _____

- C. **Four or more years working as a professional, specifically having professional work experience that covers the coursework referenced in item B.**

The following criteria should be used as a reference when deciding whether your experience is of sufficient quantity and quality and can be considered "professional" experience for purposes of this inventory.

Quantity: 1 year equals 2000 work hours

Quality: Was your experience:

Complex? Did you have to select specific techniques or methods from an array of Accounting or Auditing models and apply these techniques or methodologies to practical Accounting or Auditing business activities, functions or issues?

Significant in scope? Did your work experience provide you with exposure to all of the functions listed under each academic study area?

Under general supervision? Did you work independently with infrequent need to refer matters to a supervisor except for clarification of policy or general administrative direction?

Such that performance of job duties required application of technical knowledge about Accounting or Auditing standards and practices?

- D. **Combination of academic preparation and work experience equals or exceeds a total of 4 years. For example, 2 years of academic coursework and 2 years of professional work experience as defined in C above.**

If you checked B → FOLLOW the INSTRUCTIONS on PAGE 7. If you checked C or D → FOLLOW the INSTRUCTIONS on PAGE 6.

SECTION 2: DESCRIBE YOUR EXPERIENCE IN A POSITION PERFORMING PROFESSIONAL ACCOUNTING OR AUDITING RELATED DUTIES.
NOTE: A response for this area is only necessary if you checked C or D on the preceding page of the inventory.

When you complete this section, please be sure that the requested information is in a typewritten or legible handwritten form. You will also be asked to identify your professional work experience in Section 3 by placing a checkmark next to the job function(s) that you have developed sufficient knowledge in performing.

CHECK THE BOX(ES) THAT INDICATE(S) THE NUMBER OF YEARS OF COMPLETED COURSE WORK AND RELEVANT PROFESSIONAL WORK EXPERIENCE BY:

College-Level Course Work

- <1 year (29 or fewer semester credit hours or equivalent)
- 1 year (30 - 59 semester credit hours or equivalent)
- 2 years (60 - 89 semester credit hours or equivalent)
- 3 years (90 - 119 semester credit hours or equivalent)
- 4 years (120 or more semester credit hours or equivalent)

Professional Work Experience

- <1 year (less than 2000 hours)
- 1 year (2000 - 3999 hours)
- 2 years (4000 - 5999 hours)
- 3 years (6000 - 7999 hours)
- 4 years (8000 or more hours)

EXAMPLES:

(THIS IS A COMPLETE AND RESPONSIVE REPLY)

Employer Universal Gas and Light C., Universal City, WI 54555	Name, Title and Phone # of Supervisor Mr. Mike Smith; Administrative Officer; (715)555-1234		
Title of Position Held Senior Cost Analyst	Dates of Employment FROM: Jan. 1992 TO: May 1995		Number of Hours per Week 20
Professional Duties and Responsibilities in a Position Related to those Areas Listed Above: Responsible for establishing monthly indirect cost rates used to apply fringe benefits and administrative costs to capital improvement projects; establishing standard unit costs for the company's property accounting department; and on a quarterly basis evaluated variances between standard costs and actual costs of construction and prepared analyses of variances for the engineering department.			

(THIS IS AN INCOMPLETE AND NON-RESPONSIVE REPLY)

Employer UG and LC	Name, Title and Phone # of Supervisor Confidential - Upon Request		
Title of Position Held	Dates of Employment FROM: 1992 TO: 1995		Number of Hours per Week Part Time
Professional Duties and Responsibilities in a Position Related to those Areas Listed Above: Posted labor and materials to work orders and billed customers for project work.			

YOUR RESPONSE(S) - Add additional sheets if needed.

Employer	Name, Title and Phone # of Supervisor		
Title of Position Held	Dates of Employment FROM: TO:		Number of Hours per Week
Professional Duties and Responsibilities in a Position Related to those Areas Listed Above:			

Employer	Name, Title and Phone # of Supervisor		
Title of Position Held	Dates of Employment FROM: TO:		Number of Hours per Week
Professional Duties and Responsibilities in a Position Related to those Areas Listed Above:			

SECTION 3 - ACADEMIC PREPARATION INVENTORY - Instructions and Examples

Section 3 is designed to report your academic preparation. Your responses should be *clear, concise and appropriately detailed*. **Note: you may claim any course in only ONE Academic Study Area.**

For each Academic Study Area please include in your response:

- Total number of undergraduate and graduate credits earned from an accredited educational institution (grade of "C" or higher)
- Course number(s) - enter in the first blank on the left-side of the response area
- Course title(s) - enter in the first blank on the left-side of the response area
- Name of educational institution - enter in the second blank on the left-side of the response area
- Year course was successfully completed - enter in the second blank on the left-side of the response area

Please note the following points:

- ⇒ We do not give credit for training that is not from an accredited institution in section 3 (e.g., on-the-job training, vocational credit, continuing educational units - CEUs, etc.)
- ⇒ Do not identify both coursework and professional work experience (PWE) for any one ASA
- ⇒ Identify PWE only if you do not have coursework in that area

To claim professional work experience (PWE) in lieu of coursework, please follow the instructions below:

- ⇒ For each Academic Study Area, place a checkmark next to the job functions that you have developed sufficient knowledge in performing (the quality & quantity standards noted on pg. 5 -C must be met)
- ⇒ **When claiming PWE, leave both the "Academic Study Area" and the two blank rows BLANK**
- ⇒ For work equivalency purposes: 1 academic credit can be equated to 72 hours (3 credits = 216 work hours); 15 credits or a full-time student load = 1080 work hours, etc.)

EXAMPLE - COURSEWORK Claimed:

Academic Study Area	No. of Credits Claimed: UNDERGRAD	No. of Credits Claimed: GRADUATE	Course Number(s), Title(s), Institution and Year; OR Professional Work Experience Claimed
<u>Cost Accounting:</u> Product costing (e.g., job-order and process, absorption and direct costing, actual and standard cost systems, etc.); variance analysis and reporting; responsibility accounting; allocation of joint costs; accounting information in decision-making.	16. 3	17. _____	<p align="center"><u>THIS IS A COMPLETE AND RESPONSIVE REPLY</u></p> <u>Acct. 407, Cost Accounting</u> ___ Product costing (e.g., job-order and process, absorption and direct costing, actual and standard cost systems, etc.) <u>N. E. State University; Spring 1995</u> ___ Variance analysis and reporting
<u>Cost Accounting:</u> Product costing (e.g., job-order and process, absorption and direct costing, actual and standard cost systems, etc.); variance analysis and reporting; responsibility accounting; allocation of joint costs; accounting information in decision-making.	16. _____	17. _____	<p align="center"><u>THIS IS AN INCOMPLETE AND NON-RESPONSIVE REPLY</u></p> <u>M. B. A. Program, 1995</u> ___ Product costing (e.g., job-order and process, absorption and direct costing, actual and standard cost systems, etc.) _____ ___ Variance analysis and reporting

EXAMPLE - EQUIVALENT PROFESSIONAL WORK EXPERIENCE Claimed:

<u>Income Tax Accounting</u> Individual federal and state tax laws; current proposals; practical problems in tax planning and preparation of returns.	24. _____	25. _____	<p align="center"><u>THIS IS A COMPLETE AND RESPONSIVE REPLY</u></p> _____ <input checked="" type="checkbox"/> Individual federal and state tax laws, current proposals _____ <input checked="" type="checkbox"/> Practical problems in tax planning <input checked="" type="checkbox"/> Preparation of returns
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PLEASE TURN TO PAGE 8 TO CLAIM YOUR COURSEWORK and/or PROFESSIONAL WORK EXPERIENCE

SECTION 3 - ACADEMIC PREPARATION INVENTORY - Continued

QUESTIONS 1 - 6

NOTE: You may claim any course in only ONE Academic Study Area.

Academic Study Area	No. of Credits Claimed: UNDERGRAD	No. of Credits Claimed: GRADUATE	Course Number(s), Title(s), Institution and Year; <u>OR</u> Professional Work Experience Claimed
<p><u>Introductory Accounting</u> Basic accounting principles, concepts, terminology; books and accounts; sole proprietorship, partnership and corporate concepts; depreciation, inventory, and amortization; accounting applied to balance sheets and income statements; presentation and interpretation of financial statements; valuation and analysis.</p>	1. _____	2. _____	<p>_____ ___ Basic accounting principles, concepts, terminology</p> <p>_____ ___ Sole proprietorship, partnership and corporate concepts</p> <p>_____ ___ Depreciation, inventory, and amortization</p> <p>_____ ___ Accounting applied to balance sheet and statement of income preparation</p> <p>_____ ___ Presentation and interpretation of financial statements</p> <p>_____ ___ Valuation and analysis</p>
<p><u>Intermediate Accounting I</u> Accounting theory principles, concepts and procedures applied to balance sheet and income statement accounts; presentation and interpretation of financial reports, including problems of terminology; valuation and analysis.</p>	3. _____	4. _____	<p>_____ ___ Accounting theory principles, concepts and procedures applied to balance sheet and income statement accounts</p> <p>_____ ___ Presentation and interpretation of financial reports, including problems of terminology</p> <p>_____ ___ Valuation and analysis</p>
<p><u>Intermediate Accounting II</u> Partnerships; consignments; income tax allocations; installment sales; general price level accounting; accounting for leases; compound interest applications; financial accounting theory; and other special topics.</p>	5. _____	6. _____	<p>_____ ___ Partnerships ___ General price level accounting</p> <p>_____ ___ Consignments ___ Accounting for leases</p> <p>_____ ___ Income tax allocations ___ Compound interest applications</p> <p>_____ ___ Installment sales ___ Financial accounting theory</p>

SECTION 3 - ACADEMIC PREPARATION INVENTORY - Continued

QUESTIONS 7 - 12		NOTE: You may claim any course in only <u>ONE</u> Academic Study Area.	
Academic Study Area	No. of Credits Claimed: UNDERGRAD	No. of Credits Claimed: GRADUATE	Course Number(s), Title(s), Institution and Year; <u>OR</u> Professional Work Experience Claimed
<p><u>Auditing</u> Auditing principles and procedures; review and assessment of internal controls; professional ethics and legal responsibilities; AICPA standards, releases and publications; EDP systems audit; statistical sampling.</p>	7. _____	8. _____	<p>_____ ___ Auditing principles and procedures _____ ___ Review and assessment of internal controls _____ ___ Professional ethics and legal responsibilities _____ ___ AICPA Auditing Standards, releases and publications _____ ___ EDP systems audit _____ ___ Statistical sampling</p>
<p><u>Advanced Accounting</u> Branches and agencies; mergers and consolidations; parent and subsidiaries; pooling of interest vs. purchases; foreign exchange accounting and reporting; governmental and fund accounting; and special advanced topics.</p>	9. _____	10. _____	<p>_____ ___ Branches and agencies ___ Parent and subsidiaries _____ ___ Mergers and consolidations ___ Special advanced topics _____ ___ Pooling of interest vs. purchases _____ ___ Foreign exchange accounting and reporting _____ ___ Governmental and fund accounting</p>
<p><u>Cost Accounting</u> Product costing (e.g., job-order and process, absorption and direct costing, actual and standard cost systems, etc.); variance analysis and reporting; responsibility accounting; allocation of joint costs; accounting information in decision-making.</p>	11. _____	12. _____	<p>_____ ___ Product costing (e.g., job-order and process, absorption and direct costing, actual and standard cost systems, etc.) _____ ___ Variance analysis and reporting _____ ___ Responsibility accounting _____ ___ Allocation of joint costs _____ ___ Accounting information in decision-making</p>

SECTION 3 - ACADEMIC PREPARATION INVENTORY - Continued

QUESTIONS 13 - 16		NOTE: You may claim any course in only <u>ONE</u> Academic Study Area.	
Academic Study Area	No. of Credits Claimed: UNDERGRAD	No. of Credits Claimed: GRADUATE	Course Number(s), Title(s), Institution and Year; <u>OR</u> Professional Work Experience Claimed
<p><u>Income Tax Accounting</u> Individual federal and state tax laws; current proposals; practical problems in tax planning and preparation of returns.</p>	13. _____	14. _____	<p>_____ ___ Individual federal and state tax laws</p> <p>_____ ___ Current proposals</p> <p>_____ ___ Practical problems in tax planning</p> <p>_____ ___ Preparation of returns</p>
<p><u>Business Law</u> Law of contracts, agency, negotiable instruments; sales, partnerships, corporations; secured transactions, suretyship, accountant's legal liability; personal property, bailments; documents of title, real estate, wills, trusts, and insurance; UCC, etc.</p>	15. _____	16. _____	<p>_____ ___ Law of contracts, agency, negotiable instruments</p> <p>_____ ___ Sales, partnerships, corporations</p> <p>_____ ___ Secured transactions, suretyship, accountant's legal liability</p> <p>_____ ___ Personal property, bailments</p> <p>_____ ___ Documents of title, real estate, wills, trusts, and insurance</p> <p>_____ ___ UCC</p>

END OF ACADEMIC PREPARATION INVENTORY

REMEMBER TO COMPLETE AND SEND THE APPLICATION FOR STATE EMPLOYMENT, THE EMPLOYMENT PREFERENCES & CERTIFYING STATEMENT, THE ACCOUNTANT & AUDITOR INVENTORY, TRANSCRIPTS AND A COPY OF YOUR CURRENT RESUME, TO THE DIVISION OF PERSONNEL MANAGEMENT.