

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: FINANCIAL CLERK**

**Reports To:** Financial Services

**UW Job Code:** 4075

**UW Job Family:** 35 – Student Services Management Support

**SOC Code:** 43-3031

**FLSA:** Non-exempt

**Pay Grade:** 17

**Date:** 12-13-18

### **JOB PURPOSE:**

Assist with operational and supervisory functions of designated area; process financial transactions for university; perform cashier duties; provide data entry and student account information on computer database, as well as customer service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Verify financial transactions for the University (departments, students, outside agencies) - including cash, credit cards (electronic and EDC), ACH, checks, vouchers, travel and working funds.
- Perform large-volume cash transactions using computer database (SIS), cashiering system (TouchNet) and cash register.
- Cash personal checks; accept credit card payments; disburse checks for travel advances; receive cash deposits from other departments, tuition payments and loans.
- Issue travel and work fund advances for university departments working with the entire university system.
- Check and balance departmental deposits; notify department of report/deposit discrepancy.
- Balance cash drawer(s), vault, and cashier working fund accounts daily; endorse checks for daily deposit.
- Process and reconcile all Federal Family Education Loan student financial aid; maintain log and reports for balancing of financial aid received and returned; verify completion of appropriate paperwork, loan amounts, and database information.
- Create and maintain spreadsheets and reports for university departments.
- Process monthly ACH for departments.
- Assist in providing training, guidance and assistance to other employees.

### **SUPPLEMENTAL FUNCTIONS:**

- May perform associated clerical duties.
- Assist with processing of personnel forms including sick leave and vacation records, in the absence of the supervisor.

### **COMPETENCIES:**

- Integrity
- Consistency
- Service Orientation
- Attention to Detail
- Quality Orientation
- Independence

### **MINIMUM QUALIFICATIONS:**

Education: **Associate's Degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Routine mathematics includes addition, subtraction, multiplication and division.
- Keyboarding and 10-key adding machine operation.
- Computerized information systems used in financial and/or accounting applications.
- Routine computer applications including spreadsheets and databases.
- Cashier machines and equipment.
- Computer database data entry and queries.
- Balancing and receipting deposits and payments.
- Cash handling policies and procedures.
- Cash management principles and/or procedures.
- Supervisory and project management techniques.
- Federal, state and university regulations pertaining to cash handling procedures.
- Basic and routine accounting practices and procedures.
- Basic and routine business and financial theory and methods.
- Basic and routine finance, accounting, budgeting and cost control methods.
- Financial reporting techniques.

Skills and Abilities to:

- Maintain confidentiality of records and information.

- Effectively communicate accounting information, policies, and /or procedures in a manner easily understood by customers.
- Balance accounts.
- Calculate numbers, correct entries, and post to records.
- Provide quality customer service.
- Set up and maintain accurate financial records, accounts and ledgers.
- Stand or sit continuously to perform essential job functions.
- Balance cash register, verify cash register functions, make change, and verify deposit reports.
- Supervise assigned project work employees and meet scheduled project deadlines.
- Work as a team member and foster a cooperative work environment.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. Regularly subjected to working in confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.