

## **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: POST AWARD COSTING & REPORTING SPECIALIST I**

**Reports To:** Designated Supervisor

**UW Job Code:** 7335

**UW Job Family:** 32-Administrative Support

**SOC Code:** 15-1210

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 6-1-21

### **JOB PURPOSE:**

Serve as Office of Sponsored Programs (OSP) Costing and Reporting team representative on system implementation/maintenance projects. Conduct special projects, including analysis of Facilities and Administration and Fringe Benefit proposal. Work on the development of policies and procedures and interpretation of policies for tasks associated with OSP Costing and Reporting team. Prepare financial reports/matrix, analyze data flow and make data-driven recommendations.

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

- Assist with the periodic system upgrade for the Post Award platforms of eRA system (InfoEd) and financial system (WyoCloud-PPM).
- Assist with the preparation of training materials and facilitate training sessions relating to InfoEd and WyoCloud.
- Review eRA and financial system attributes continually to ensure data integrity.
- Assist with coordinating effort/payroll certification reporting process and the maintenance/upgrade of the Effort Compensation Compliance (ECC) system.
- Assist in the preparation and distribution of the quarterly indirect cost recovery.
- Assist with the preparation of sponsor-specific surveys.
- Assist with the preparation and testing of externally funded award metrics/reporting.
- Assist with the annual Federal Single Audit process and coordinate other sponsor-specific external and internal audits as may be required.
- Assist with the preparation of the Facilities and Administration (~3-4 years) rate proposal and maintenance of the institution's Disclosure Statement (DS-2).
- Assist with the annual Fringe Benefit rates proposal.
- Review and support calculation of Service Center rates annually.
- Assist with the annual sub-recipient monitoring process and in evaluating the financial risk of outgoing sub-awards and make recommendations to management as necessary.

- Communicate with management regarding compliance with funding agency rules and regulations as necessary.
- Recommend alternative solutions to management as to courses of action that best meet the organization's goals. Facilitate business process re-engineering by providing recommendations to improve division-wide efficiencies through technology.
- Maintain thorough knowledge of government, University and specialized regulations and policies that affect service centers, effort reporting, sub-recipient monitoring, etc.
- Assist with financial month-end close and scheduled processes.

### **SUPPLEMENTAL FUNCTIONS:**

- Perform special projects, as directed.
- Attend conferences and workshops applicable to sponsored programs' administration.
- Perform miscellaneous job-related duties as assigned.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

### **COMPETENCIES:**

- Attention to Detail
- Decisiveness
- Individual Leadership
- Quality Orientation
- Strong Technical/Professional Knowledge
- Work Prioritization & Management

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

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

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

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

Knowledge of:

- Basic, advanced, and expert level of accounting theory, principles and practices.
- University, federal, state, and sponsored agencies' policies, regulations and procedures.
- Business practices and financial reporting methods and techniques.
- Basic, advanced and expert mathematical calculations and theory.
- Basic and advanced computer applications and computerized accounting systems.
- Records and time management principles and practices.
- Basic and advanced auditing policies, standards and procedures.
- Project supervision and training methods and techniques.

- Effective communication methods, both written and orally.
- Problem-solving methods and techniques.

Skills and Abilities to:

- Provide expert-level Research Administration consulting and advice.
- Strong analytical skills and experience working with financial data.
- Strong computer applications skillset including spreadsheets, databases, graphs, charts and a computerized accounting system.
- Effective, clear and concise communication, both orally and in writing with University, State, Federal and outside agencies.
- Prioritize work assignments, autonomously.
- Meet multiple and demanding deadlines.
- Provide project supervision and train others on accounting practices and procedures.
- Interact effectively with auditors.
- Research information to attain answers and solve problems.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

Indoor/office environment. Position subjected to computer video display hazards and repetitive hand movement hazards regularly.

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.