

## **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: WWAMI PROGRAM & BUSINESS SERVICES MANAGER**

**Reports To:** Designated Supervisor

**UW Job Code:** 3865

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

**SOC Code:** 43-6013

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 4-1-21

### **JOB PURPOSE:**

Manage, direct and supervise the business operations of the WWAMI program including personnel, financial and office activities and services; interpret, administer, and apply university policy and procedures; conduct special projects as set forth by Director; assist with the development of policy and procedures for area of influence; work under very limited supervision. Act as program liaison with the main program office located in Washington.

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

- Manage, direct and supervise business operations of a designated independent unit or college including record administration and reporting systems, development of workflow and analysis, process administration and maintenance of forms and filing systems.
- Review business practices, policies and procedures; analyze data flow and perform computer reporting and file research for special projects; monitor business activity; monitor workforce distribution and planning; monitor and make recommendations regarding account expenditures; has direct budget responsibility and control over budget accounts.
- Prepare financial reports and associated budget analyses and cost projections.
- Interview, hire, train, supervise and evaluate support staff; supervise accounting and related personnel functions.
- Review business/accounting work for accuracy and coordination of flow; research and report on budgeting and personnel activity.
- Counsel staff and clients regarding policy, procedure and guidelines; provide policy interpretations and application procedures.

## **SUPPLEMENTAL FUNCTIONS:**

- Conduct special projects, as directed.
- Responsible for computerized documentation; may perform routine programming.
- May monitor and update fee schedules as directed.
- May act as liaison to departments and campus administration.

## **COMPETENCIES:**

- Decisiveness
- Individual Leadership
- Meeting Membership
- Quality Orientation
- Technical/Professional Knowledge
- Work Prioritization & Management

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in Accounting, Business Administration, or a related field**

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

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

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

Knowledge of:

- Accounting theory, principles and practices.
- Business practices, financial reporting, and cost projections.
- Finance, accounting, budgeting, and cost control procedures.
- Auditing policies, standards, and procedures.
- Budget management and planning.
- University, federal and state policies, regulations and procedures.
- University accounting procedures involving procurement, travel, and/or employment.
- Basic, routine, and advanced laws, regulations, methods, and techniques in the area of specialty.
- Computerized information systems used in financial and/or accounting applications.
- Human Resources concepts, practices, policies, and procedures.
- Employee development and performance management processes and procedures.
- Faculty and/or staff hiring procedures.
- Basic, routine, and advanced computer programs and software in use in the department or area.
- Expert mathematical calculations and theory.
- Supplies, equipment, and/or services ordering and inventory control.

Skills and Abilities to:

- Provide expert-level professional accounting consulting and advice.
- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability, reporting and funding requirements.
- Analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Balance and reconcile accounts following accounting policies and procedures.
- Manage projects to meet multiple and potentially conflicting timelines.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding authorization or rejection of expenditure/disbursement according to statutes, policies and budgetary limitations.
- Prepare computerized financial reports and make projections.
- Maintain and manage accurate accounting records.
- Resolve accounting problems within accounting policies, rules and regulations.
- Provide project supervision and train others on accounting practices and procedures.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

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.