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: ACCOUNTANT, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3806

UW Job Family: 32 - Administrative Support

SOC Code: 13-2011

FLSA: Exempt

Pay Grade: 22

Date: 6-1-10

JOB PURPOSE:

Perform advanced accounting functions specializing in investments, endowments, treasury notes and bond allocations. Audit and report on business activities for board meetings and other special requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform financial analysis and advanced accounting functions in the management of short-term investments.
- Prepare integrated financial and statistical reports, statements, projections, and recommendations that may have long-term impacts on funding.
- Reconcile investment pools, project future spending requirements, and record transfers.
- Prepare tax reports, forms and other required documents. Monitor and maintain key accounting information for the operating unit within the finance system.
- Interpret and analyze financial operations and transactions, forecast trends, and develop special complex reports and analyses for management and funding agencies; make recommendations for asset utilization and expenditure control.
- Monitor the business activities of the assigned area through the maintenance and control of financial records. Provide cost estimates and projections.

SUPPLEMENTAL FUNCTIONS:

- May serve on university committees that develop accounting policies and procedures.
- May assist in planning area functions and/or events.
- Perform other duties as assigned.
- Provide backup in other areas as needed.

COMPETENCIES:

- Consistency
- Initiative
- Technical/Professional Knowledge
- Integrity
- Quality Orientation
- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Accounting or MIS/Accounting**

Experience: **3 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced accounting theory, principles and practices.
- University, federal and state policies, regulations and procedures.
- Advanced business practices, financial reporting, and cost projections.
- Advanced mathematical calculations and theory.
- Budget management and planning.
- Investment banking.
- Tax Accounting.
- Current and emerging trends in technologies, techniques, issues, and approaches.
- Policy development and implementation.
- Human resources concepts, practices, policies, and procedures.
- Advanced computer applications and computerized accounting systems.
- Records and time management principles and practices.
- Supervisory and training methods and techniques.

Skills and Abilities to:

- Provide accounting consulting and advice.
- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability, reporting and funding requirements.
- Independently analyze and interpret financial data and prepare financial reports, statements, and projections.
- Provide cost projections and estimates.

- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Conduct fiscal studies and long-range fiscal planning.
- Balance and reconcile accounts following accounting policies and procedures.
- Make decisions regarding authorization or rejection of expenditure/disbursement according to statutes, policies and budgetary limitations.
- Use computer applications including spreadsheets, databases, graphs, charts, and a computerized accounting system.
- Prepare computerized financial reports and make projections.
- Resolve accounting problems within accounting policies, rules and regulations.
- Provide project supervision and train others on accounting practices and procedures.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

DISTINGUISHING FEATURES:

Accounting Associate: Performs bookkeeping and basic accounting duties such as data entry, journal entries, encumbrance modifications, budget transfers, payroll or personnel records with funding allocations, financial reports, and/or billing issues with vendors.

Accounting Associate, Senior: Performs the duties of Accounting Associate and advanced bookkeeping/accounting duties for multiple grants and/or a large number of complex accounts. May perform some budget management and interpret policies and procedures for faculty, PI's and others.

Accountant: Performs the duties of Accounting Associate Sr. and performs high-level accounting duties for multiple accounts and/or grants for a large department and/or business operation. Analyze financial information and provide results and recommendations. Participates in budget planning and/or makes budget recommendations and may supervise other office staff. Must have a bachelor's degree in Accounting or Finance.

Accountant, Professional: Performs complex accounting and financial functions at a University-wide level. Analyze financial information and determine course of action. Requires a Certified Public Accountant certification.

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.