

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: ASSISTANT MANAGER, BUSINESS OPERATIONS

Reports To: Designated Supervisor

UW Job Code: 3311

UW Job Family: 37 - Athletics

SOC Code: 13-1199

FLSA: Exempt

Pay Grade: 23

Date: 7-1-16

JOB PURPOSE:

Assist with the management, direction and supervision of the business and fiscal operations for the Division of Intercollegiate Athletics including performing complex business and accounting functions; assist with special projects as assigned; help develop and set policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the management, direction and supervision of the business and fiscal operations for the Division of Intercollegiate Athletics.
- Enter data, review, compile, analyze and reconcile Athletic Department's internal accounting system with UW's accounting system.
- Oversee all staff full-time payroll into the UW Payroll System.
- Create reports for administrators before and after closing the month.
- Initiate game guarantees for athletic sports events, including making sure all contracts are complete and ready for payment for the coming year.

SUPPLEMENTAL FUNCTIONS:

- Develop policies, procedures and methods of operations for designated area.
- Act as liaison to departments, campus administration and outside agencies.
- Perform special projects as directed.

COMPETENCIES:

- Attention to Detail
- Developing Organizational Talent
- Safety Awareness
- Work Standards

- Quality Orientation
- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 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.
- Conducting fiscal studies and long-range fiscal planning.
- Budget management and planning.
- Tax regulations and tax accounting principles.
- Contract negotiation and contracting process.
- University, federal and state policies, regulations and procedures.
- University accounting procedures involving procurement, travel, and/or employment.
- Computerized information systems used in financial and/or accounting applications.
- Policy development and implementation.
- Organizational structure, workflow, and operating procedures.
- Project management principles, practices, techniques, and tools.
- Human Resources concepts, practices, policies, and procedures.
- Basic, routine, and advanced office management principles and practices.
- Supplies, equipment, and/or services ordering and inventory control.
- NCAA rules and policies.

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.
- Independently analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Balance and reconcile accounts following accounting policies and procedures.
- 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.

- Prepare indirect cost reports.
- Conduct fiscal studies and long-range fiscal planning.
- Provide tax information pursuant to regulations.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Develop, interpret, and implement policies and procedures to maintain compliance with various regulations.
- 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.