

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, PROFESSIONAL

Reports To: Designated Supervisor

UW Job Code: 3003

UW Job Family: 32 – Administrative Support

SOC Code: 13-2011

FLSA: Exempt

Pay Grade: 23

Date: 1-6-00 (revised 8-1-01; 7-1-02; 10-28-02; 7-1-04; 7-1-08)

JOB PURPOSE:

Perform complex accounting and financial functions at a University-wide level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, prepare, review, and maintain University financial records and reports for all levels of University management, state and federal agencies, national and public associations/organizations; develop, implement, evaluate and revise policies and procedures for designated areas.
- Serve as senior-level resource to University departments and outside agencies; determine project/program compliance and accounting of financial transactions; identify and resolve data input and reporting errors; provide information, interpretation and assistance to auditors and other outside agencies.
- Authorize or reject expenditure/disbursement of funds in accordance with applicable statutes, policies and budgetary limitations; research complex data, analyze situation and recommend alternative solutions.
- Review and maintain accounting status of special accounts or financial reports.

SUPPLEMENTAL FUNCTIONS:

- Maintain accounting system for records; review and analyze financial data relative to University.
- May attend meetings and coordinate activities with other departments.
- As directed by supervisor, oversee financial operation.

COMPETENCIES:

- Consistency

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

MINIMUM QUALIFICATIONS:

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

Experience: **5 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Certified Public Accountant (CPA) required**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine, advanced and expert accounting theory, principles and practices.
- University, federal and state policies, regulations and procedures.
- Basic, routine, advanced and expert business practices, financial reporting, and cost projections.
- Tax regulations and tax accounting principles.
- Basic, routine, advanced and expert mathematical calculations and theory.
- Basic, routine and advanced computer applications and computerized accounting systems.
- Records and time management principles and practices.
- Basic, routine, and advanced auditing policies, standards, and procedures.
- Cash handling policies and procedures.
- Project supervision and training methods and techniques.

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.
- Balance and reconcile accounts following accounting policies and procedures.
- Meet multiple, demanding deadlines.
- Communicate effectively, both orally and in writing.
- 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.
- Prepare indirect cost reports.
- Provide tax information pursuant to regulations.

- 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.
- 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.