

## **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, ACCOUNTING

**Reports To:** Designated Supervisor

**UW Job Code:** 3822

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

**SOC Code:** 13-2011

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 12-1-96 (revised 7-1-02; 1-29-03; 7-1-04; 7-1-08)

### **JOB PURPOSE:**

Assist with the management of day-to-day operations for University and state accounting systems; manage the property office; perform and direct professional accounting work within a large and complex accounting area.

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

- Prepare and review accounting and financial reports for all levels of University management, state and federal agencies, national associations and organizations; assist with the development, implementation, evaluation and revision of accounting policies and procedures.
- Coordinate installation of new accounting systems with Computer Services and other departments. Maintain University and State accounting systems; review and analyze financial data and prepare detailed financial reports.
- Serve as resource to University departments and outside agencies; determine accounting procedures for financial transactions; identify and resolve data input and reporting errors; provide information, interpretation and assistance to auditors and other outside agencies.
- Supervise the operational, financial and personnel aspects of the Property Office.

### **SUPPLEMENTAL FUNCTIONS:**

- Review and maintain accounting status of University accounts.
- Attend meetings and coordinate accounting activities with other departments.
- Supervise Accounting Department operations in Manager's absence.

### **COMPETENCIES:**

- Attention to Detail
- Work Tempo

- Integrity
- Collaboration
- Quality Orientation
- Analysis/Problem Identification
- Individual Leadership
- Independence

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in Accounting**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Certified Public Accountant (CPA)**

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

Knowledge of:

- Standard accounting practices within the area of accounting specialty.
- University organization.
- Federal and state financial regulations.
- Business practices and procedures.
- Computerized information systems used in financial and/or accounting applications.
- Software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections.
- Office management policies, procedures, and practices.

Skills and Abilities to:

- Perform standard accounting practices.
- Use electronic data processing systems.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Investigate and analyze information and draw conclusions.
- Prepare financial reports.
- Budget preparation and fiscal management.
- Communicate effectively, both orally and in writing.
- Foster a cooperative work environment.
- Employee development and performance management skills.
- Provide technical advice and information to faculty/staff in area of expertise.
- Assess operational requirements, plan, and organize workflow patterns and schedules.
- Analyze and solve problems.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.

### **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.