

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: PAYMENT SERVICES SPECIALIST, SENIOR

Reports To: Payment Services

UW Job Code: 3828

UW Job Family: 41- Secretarial/Clerical Support

SOC Code: 43-3031

FLSA: Non-exempt

Pay Grade: 18

Date: 4-1-95 (revised 7-1-02; 9-10-03; 7-1-04; 7-1-06; 3-26-19)

JOB PURPOSE:

Under limited supervision, review and process payments for all departments in the University of Wyoming. Prepare and run payment cycles for payments directed to University employees, suppliers, state and federal governments, educational institutions, and international entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Balance and process check cycles to computer printouts; oversee daily entries for payroll, travel, special vouchers, student payments, etc.
- Review vouchers for completeness and accuracy.
- Maintain and review IDR log daily for errors; remove, change and add encumbrances.
- Coordinate the transmission of state vouchers to the State Auditor's Office.
- Reconcile university procurement cards with UNB.
- Maintain daily log of hand-typed checks, voids, and disbursements.
- Under limited supervision, review and process University expenditures (payment requests, field purchase orders, PO invoices, vouchers, P-Card logs, etc.), with great attention to detail, and communicate with supervisor when questionable expenditures occur.
- Provide accurate data entry; enter vouchers for invoices against purchase orders, use correct PO lines and resolve matching errors. Accurately link documents to scanned images.
- Perform processes with minimal supervision and make informed judgment calls concerning proper use of university funds.
- Compose correspondence in response to routine inquiries and assist users in navigating WyoCloud Financials.

SUPPLEMENTAL FUNCTIONS:

- Assist in matching distribution and mailing of checks.

- Assist departments in resolving problems with the voucher system.
- Supervise and assist with auditing and reviewing vendor mail; resolve problems or provide information and procedural instructions.

COMPETENCIES:

- Attention to Detail
- Integrity
- Service Orientation
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **1 year work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Accounting principles, standards, laws, financial reporting, and computerized accounting.
- University Regulations including travel regulations and policies.
- Spreadsheet, database and word processing software, preferably Excel, Access, and Word in networked environment.
- Modern procedures of financial bookkeeping and data processing methods used in payment preparation.
- Modern office procedures and practices, including record keeping and data security methods and techniques.
- Automated accounting system used in the work area.
- Principles and practices of effective supervision, including training and evaluation.
- Policies and procedures related to processing accounts payable, purchasing and contract administration in a large organization.
- Federal and State laws and reporting requirements affecting the administration of public contracts.
- Business math including fractions, decimals, percentages and ratios.

Skills and Abilities to:

- Maintain accurate and detailed financial records.
- Interpret and analyze financial documents.
- Be discreet and maintain confidential information.
- Understand and assist in the preparation of financial statements and reports.
- Set up and maintain accounting files, payment tracking and monitoring systems, ledgers and journals.

- Organize and prioritize a diverse and heavy workload consisting of many detailed, separate procedures and deadlines.
- Set up and use automated accounting systems.
- Analyze operational and administrative problems and recommend and implement an effective course of action.
- Understand, apply and explain relevant laws and regulations.
- Establish and maintain effective work relationships.
- Plan, assign, supervise and evaluate the work of subordinates.
- Communicate effectively, both orally and in writing.
- Operate a computer to type and format correspondence, spreadsheets, graphs and charts, and/or perform bookkeeping functions.

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.