

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: ACCOUNTING ASSOCIATE, SENIOR

Reports To: Designated Supervisor

UW Job Code: 4219

UW Job Family: 42 - Senior Secretarial/Clerical

SOC Code: 43-3031

FLSA: Non-exempt

Pay Grade: 17

Date: 6-4-98 (revised 8-1-01; 7-1-02; 10-28-02; 12-19-19)

JOB PURPOSE:

Perform the duties of Accounting Associate and advanced bookkeeping/accounting duties for multiple grants and/or a large number of complex accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare, review, and maintain University financial reports and records for large departments, multiple grants or at college/division level.
- Serve as resource to PI's, faculty, students, University departments and/or outside agencies; determine compliance and accounting resolution issues for financial transactions; identify and resolve data input and reporting errors; provide information, interpretation and assistance to PI's, faculty, students, auditors or other outside agencies.
- Balance and reconcile accounts, prepare reports, collect and maintain detailed records. Review and update information in accounting systems, perform analyses and verify data for accuracy and completeness.
- Perform data entry as required.
- Authorize or reject expenditure/disbursement of departmental funds in accordance with applicable statutes, policies and budgetary limitations, as directed; research complex data, analyze situation and recommend alternative solutions.
- Review and maintain accounting status of special accounts or financial reports.

SUPPLEMENTAL FUNCTIONS:

- May perform some budget management and interpret policies and procedures for faculty, PI's and others.

- May assist with the development, implementation, evaluation and/or revision of policies and procedures for designated areas.
- Maintain filing system for records; review and analyze financial data relative to department.
- Coordinate activities with other departments.
- As directed by supervisor, oversee financial operation.

COMPETENCIES:

- Analysis/Problem Identification
- Consistency
- Quality Orientation
- Attention to Detail
- Technical/Professional Knowledge
- Integrity

MINIMUM QUALIFICATIONS:

Education: **Associate's degree in accounting or related field**

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic and routine accounting practices and procedures.
- Basic and routine business and financial theory and methods.
- Basic and routine finance, accounting, budgeting and cost control methods.
- Financial reporting techniques.
- Basic and routine computer applications and computerized accounting systems.
- Advanced mathematical calculations.
- Cash handling policies and procedures.
- University accounting policies and procedures.
- Federal and state financial regulations.
- Supervisory and training methods and techniques.

Skills and Abilities to:

- Set up and maintain accurate financial records, accounts, and ledgers.
- Balance accounts and meet deadlines.
- Effective clear and concise communication, both orally and in writing.
- Perform advanced mathematical calculations.
- Use and maintain an automated accounting system.

- Identify, analyze and resolve accounting problems through the appropriate channels.
- Prepare accurate financial reports, financial statements and/or projections.
- Plan and prepare budget and manage fiscal accounts/records.
- Provide effective supervision including training and may evaluate work performance.
- Use computer applications to create memos, reports, charts and/or graphs.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays.

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.