

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

Reports To: Designated Supervisor

UW Job Code: 3802

UW Job Family: 32 - Administrative Support

SOC Code: 13-2011

FLSA: Exempt

Pay Grade: 21

Date: 2-10-98 (revised 8-1-01; 7-1-02; 10-28-02; 7-1-04; 7-1-06; 7-1-08)

JOB PURPOSE:

Perform the duties of Accounting Associate Sr. and perform high-level accounting duties for multiple accounts and/or grants for a large department and/or business operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform high-level accounting duties in a large department/division. Assist with the development, implementation, evaluation and revision of policies and procedures for designated areas.
- Analyze financial information and provide results and recommendations.
- Serve as 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 sponsored project 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:

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

COMPETENCIES:

- Integrity
- Attention to Detail

- Judgment
- Consistency
- Analysis/Problem Identification
- Individual Leadership

MINIMUM QUALIFICATIONS:

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

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

Skills and Abilities to:

- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability, reporting and funding requirements.
- Balance and reconcile accounts following accounting policies and procedures.
- Effective clear and concise communication, 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.
- Maintain and manage accurate accounting records.
- Resolve accounting problems within accounting policies, rules and regulations.
- Supervise 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; 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.