

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: ASSET MANAGEMENT SPECIALIST, SENIOR

Reports To: Designated Supervisor

UW Job Code: 4212

UW Job Family: 41 - Secretarial/Clerical Support

SOC Code: 43-3031

FLSA: Non-exempt

Pay Grade: 18

Date: 12-8-11 (revised 5-22-19)

JOB PURPOSE:

As an Asset Management lead, provide accountability for the University's fixed assets; identify capitalized and sensitive equipment acquisitions and disposals; train and review the work of others; maintain detailed and accurate records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identify capitalized or sensitive equipment acquisitions.
- Review requisitions for assets, pre-purchase, category, chart field coding, mathematical accuracy and determination of qualification of an asset.
- Provide training on asset management processes and procedures to team members and Organization Property Administrators on campus; prioritize work of others.
- Review and log tagging work completed to verify assets are appropriately tagged and recorded; maintain records for department originated assets; create assets for completed construction in progress for buildings; review depreciation samples.
- Create reports for external and internal users including auditors, departments, risk management on departmental physical inventories, capital assets and other fixed assets.
- Perform data entry, accounting and record-keeping tasks for acquisitions. Modify or correct asset information on Asset Management (AM) software; identify, classify, locate and physically tag equipment acquisitions and perform data entry, accounting and record-keeping tasks for acquisitions. Modify or correct asset information on Asset Management (AM) software.
- Assist departments with questions regarding Asset Management policies and procedures and appropriate accounting forms to use.
- Perform testing of system patches and upgrades.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Analysis/Problem Identification
- Quantity of Work
- Work Prioritization & Management
- Quality Orientation
- Integrity

MINIMUM QUALIFICATIONS:

Education: **Associate's degree**

Experience: **2 years progressively responsible work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic and routine mathematical principles, calculations, and procedures.
- Basic and routine accounting practices and procedures.
- Basic and routine finance, accounting, budgeting and cost control methods. Supplies, equipment, and/or services ordering and inventory control.
- Basic and routine records maintenance.
- Basic and routine reception and scheduling techniques.
- Basic supervisor methods and practices.
- Computer programs and software in use in the department or area.
- Basic and routine laws, regulations, methods, and techniques in the area of specialty.
- Basic and routine Html, web page creation, and website maintenance.
- Federal, State, University and other policies and procedures.
- Federal, State, University and other accounting, budgeting and cost control procedures.
- Organizational structure, workflow, and operating procedures.

Skills and Abilities to:

- Safely and efficiently operate equipment/tools in area of operation.
- Sort, check, count, and verify data and numbers.
- Perform basic and routine mathematical calculations (addition, subtraction, multiplication, division, percentage, and statistics).

- Provide advanced data entry and word processing skills.
- Prepare and process invoices, requisitions and other University accounting forms.
- Prepare detailed reports.
- Maintain department records according to policies.
- Use a computer with accounting software systems.
- Set up, use and maintain spreadsheet applications.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Train assigned staff to be organized, prioritize, and schedule work assignments.
- Perform entry-level research.
- Develop and maintain basic and routine recordkeeping systems and procedures.
- Interpret Federal, State, University and other policies and procedures.
- Perform basic and routine bookkeeping procedures.
- Prepare and print basic and routine correspondence, and mailing lists.
- Prepare and process University accounting forms and maintain confidentiality.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Standard office environment, workshops, warehouses and/or laboratories. Regular exposure to video terminal displays.

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.