

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: UW FOUNDATION, ADMINISTRATIVE SERVICES SUPERVISOR

Reports To: UW Foundation

UW Job Code: 4230

UW Job Family: 32 – Administrative Support

SOC Code: 43-1000

FLSA: Exempt

Pay Grade: 24

Date: 5-1-22

JOB PURPOSE:

Perform high-level office and administrative support to the Senior Associate VP of Development. Supervise assigned support staff in the office to fulfill the administrative requirements for the department. Perform a wide variety of administrative support duties that may be complex and diversified in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct supervision and management of departmental Administrative Associates/Office Associates.
- Responsible for day-to-day office operations: problem resolution, training development, and maintaining travel budget.
- Track and maintain multiple projects simultaneously.
- Assign tasks to team efficiently and equitably.
- Update and communicate with stakeholders on the progress of relevant projects and tasks.
- Complete requests made by supervisors and Major Gift Officers (MGOS).
- Manage the main office and front desk area; staffing the front desk and providing coverage as needed.
- Maintain/assist with appointment calendars for Major Gift Officers.
- Evaluate the effectiveness of administrative and business systems and processes. Recommend improvements to enhance efficiency.
- Order office supplies.

SUPPLEMENTAL FUNCTIONS:

- Assist with board events as needed.
- Plan and coordinate special events when needed.
- May also assist other Director positions.
- Other duties, as assigned.

COMPETENCIES:

- Attention to Detail
- Adaptability
- Consistency
- Individual Leadership
- Integrity
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Associate's degree in Accounting, Business Administration, or a related field**

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Accounting theory, principles and practices.
- Business practices, financial reporting, and cost projections.
- Finance, accounting, budgeting, and cost control procedures.
- Conducting fiscal studies and long-range fiscal planning.
- Budget management and planning.
- Tax regulations and tax accounting principles.
- Contract negotiation and contracting process.
- University, federal and state policies, regulations and procedures.
- University accounting procedures involving procurement, travel, and/or employment.
- University rules and procedures for form processing.
- Computerized information systems used in financial and/or accounting applications.
- Policy development and implementation.
- Project management principles, practices, techniques, and tools.
- Human Resources concepts, practices, policies, and procedures.
- Employee development and performance management processes and procedures.
- Faculty and/or staff hiring procedures.
- Supplies, equipment, and/or services ordering and inventory control.

Skills and Abilities to:

- Provide expert-level professional accounting consulting and advice.
- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability, reporting and funding requirements.
- Balance and reconcile accounts following accounting policies and procedures.
- Monitor and maintain institutional revenue levels and liability accounts.
- Communicate clearly and concisely, both orally and in writing.

- Make decisions regarding authorization or rejection of expenditure/disbursement according to statutes, policies and budgetary limitations.
- Prepare computerized financial reports and make projections.
- Conduct fiscal studies and long-range fiscal planning.
- Provide tax information pursuant to regulations.
- Maintain and manage accurate and detailed accounting records.
- Resolve accounting problems within accounting policies, rules and regulations.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Develop and maintain record-keeping systems and procedures.
- Work as a team member and foster a cooperative work environment.

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.