

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: COMPLIANCE AUDITOR, UW FOUNDATION

Reports To: Designated Supervisor

UW Job Code: 7361

UW Job Family: 32 - Administrative Support

SOC Code: 13-2011

FLSA: Exempt

Pay Grade: 23

Date: 4-01-22

JOB PURPOSE:

Perform advanced accounting functions specializing in compliance auditing. Audit and report on business activities for board meetings and other special requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review budget reports for compliance with policies and procedures. Recommend process improvements to management. Design and implement any procedures based on recommendations.
- Review expenses and account balances related to coding. Prepare analysis related to financial activity to ensure appropriate expense categorization.
- Create and monitor a system of controls, [procedures](#), and forms for the recordation of fixed assets. Recommend to management any updates to accounting policies related to fixed assets.
- Perform testing and review of donor funds to ensure spending is compliant with the agreement and the donor's intent.
- Prepare State Match and UW Matching pool reports including new commitments and requests for funding. Review transactions and documents to ensure compliance with legislation and agreements related to matching pools.
- Audit new account set up to ensure correct and complete setup in all areas. Review any account changes to ensure update is finalized in all areas.
- Review gift-in-kind transactions and ensure appropriate reporting is complete in all areas including 8283 and 8282 tax reporting. Report details of gift-in-kind transactions to UW accounting and external auditors.
- Review monthly revenue and expenses in specific UW Foundation accounts and prepare journal entries to transfer funds from specific UW Foundation accounts to their UW sister accounts held at UW.

SUPPLEMENTAL FUNCTIONS:

- May serve on university committees that develop accounting policies and procedures.
- Perform other duties as assigned.
- Provide back-up in other areas as needed.

COMPETENCIES:

- Consistency
- Initiative
- Technical/Professional Knowledge
- Integrity
- Quality Orientation
- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Accounting or related field**

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced accounting theory, principles and practices.
- University, federal and state policies, regulations and procedures.
- Advanced business practices, financial reporting, and cost projections.
- Advanced mathematical calculations and theory.
- Budget management and planning.
- Investment banking.
- Tax Accounting.
- Current and emerging trends in technologies, techniques, issues, and approaches.
- Policy development and implementation.
- Human resources concepts, practices, policies, and procedures.
- Advanced computer applications and computerized accounting systems.
- Records and time management principles and practices.
- Supervisory and training methods and techniques.

Skills and Abilities to:

- Provide accounting consulting and advice.
- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability, reporting and funding requirements.
- Independently analyze and interpret financial data and prepare financial reports, statements, and projections.

- Provide cost projections and estimates.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Conduct fiscal studies and long-range fiscal planning.
- Balance and reconcile accounts following accounting policies and procedures.
- 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.
- Resolve accounting problems within accounting policies, rules and regulations.
- Provide project supervision 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.

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.