

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

Reports To: Designated Supervisor

UW Job Code: 4200

UW Job Family: 42 - Senior Secretarial/Clerical

SOC Code: 43-3031

FLSA: Non-exempt

Pay Grade: 15

Date: 4-1-95 (revised 8-1-01; 7-1-02; 10-28-02; 7-1-04)

JOB PURPOSE:

Perform basic bookkeeping functions: data entry, balance and reconcile accounts, review, revise and prepare accounting information and reports according to established guidelines and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 basic data entry; which may include time and labor entry.
- Perform standard review of accounts for proper handling of transactions for designated area; monitor, verify and post expenditures, gifts and income.
- Perform data entry relative to designated accounts; audit and review data entry and reports for accuracy.
- Serve as resource to other University departments and outside agencies; provide information and assist with resolution of problems.

SUPPLEMENTAL FUNCTIONS:

- Maintain current knowledge and assure implementation of university policies and procedures, state and federal laws and regulatory requirements.
- May perform other office-related tasks including but not limited to reception duties, scheduling and/or records maintenance.
- Attend and participate in training and other professional development activity.
- Assist with annual audit of accounting records including researching records and providing answers directly to auditors.

- Perform other duties as assigned.

COMPETENCIES:

- Attention to Detail
- Ability to Learn
- Integrity
- Consistency
- Quality Orientation
- Independence

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic accounting practices and procedures.
- Invoicing procedures.
- Basic accounts payable and/or accounts receivable practices and procedures.
- Basic computer applications and computerized accounting systems.
- Basic and routine mathematical calculations (addition, subtraction, multiplication, division, percentage, and statistics).
- Cash handling policies and procedures.
- University accounting policies and procedures involving procurement, travel, employment, and payroll.

Skills and Abilities to:

- Sort, check, count, and verify numbers.
- Perform basic and routine mathematical calculations (addition, subtraction, multiplication, division, percentage, and statistics).
- Provide basic data entry and word processing skills.
- Prepare and process invoices, requisitions, IDRs, vouchers, FPOs and other University accounting forms.
- Prepare financial reports.
- Maintain accounting records according to policies.
- Balance accounts and meet deadlines.
- Use a computer with accounting software systems.

- Set up, use and maintain spreadsheet applications.
- 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.