

## **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: FINANCIAL AFFAIRS ANALYST, SENIOR**

**Reports To:** Financial Services

**UW Job Code:** 3636

**UW Job Family:** 32 – Administrative Support

**SOC Code:** 13-2099

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 7-30-19 (revised 6-18-20)

### **JOB PURPOSE:**

Provide management-level services to the business operations of designated area(s) including, personnel, financial and office activities and services on a temporary, as-needed basis (e.g. during vacancies caused by termination, extended leave). Conduct special projects. Work on the development of policies and procedures and interpretation of policy for the area of influence. Prepare financial reports, analyze data flow and provide recommendations regarding account expenditures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Under supervision, manage the business and fiscal operations of a designated area including budgeting, expenditures, and long-range fiscal planning.
- Prepare or supervise the preparation of complex financial reports; perform complex accounting functions; participate in meetings concerning financial aspects of a designated area.
- Conduct special fiscal studies; analyze data and make financial projections; determine needs and make recommendations for fiscal and human resource management.
- Maintain thorough knowledge of government, University and specialized regulations and policies, which impact personnel and fiscal affairs of the designated area; provide and apply interpretation of regulations and policies.
- Manage and maintain the daily fiscal affairs for a designated area including processing purchase orders and vouchers, coordinating activities with other University departments, outside agencies, and organizations and processing payroll, accounts payable, and receivable.

### **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.
- Train on performing pricing, cost and contract negotiations
- Act as liaison to departments, campus administration and outside agencies.

### **COMPETENCIES:**

- Attention to Detail
- Consistency
- Decisiveness
- Individual Leadership
- Meeting Membership
- Quality Orientation
- Technical/Professional Knowledge
- Work Prioritization & Management

### **MINIMUM QUALIFICATIONS:**

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

Experience: **1 year work experience**

Required licensure, certification, registration or other requirements: **Completion of 1 year in Business Management Trainee Program**

### **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.

Develop 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.
- 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 according 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:**

Standard office environment; regular exposure to terminal video displays; occasional exposure to electrical hazards; some work performed in confined spaces.

### **DISTINGUISHING FEATURES:**

**Financial Services Analyst:** Entry-level position that provides assistance and dedicated work in the area of budgeting and planning. Uses standard templates to analyze current budget and fiscal resources and project alternate future proposals.

**Financial Services Analyst, Senior:** Highest level position that provides dedicated work and leadership in the area of statistics and finance to analyze past and present financial operations and estimate future revenues and expenditures. Provides context and narrative on projections. Presents findings to executive staff. Studies records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.

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.