

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 SERVICES COORDINATOR, SENIOR

Reports To: Foundation

UW Job Code: 3223

UW Job Family: 32 – Administrative Support

SOC Code: 13-2099

FLSA: Exempt

Pay Grade: 21

Date: 4-1-15

JOB PURPOSE:

Coordinate and manage large or complex specialized organizational or financial projects for a designated department under very limited supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and manage specific financial and administrative projects.
- Develop project goals and objectives and revise as necessary; develop and implement a comprehensive plan for delivery and assessment of project objectives and goals.
- Review financial transactions and reports to ensure accuracy. Process transactions and corrections.
- Develop project budgets and monitor expenses. Review funding strategies; plan and write proposals; write reports on status of funded projects.
- Represent Wyoming or the University at functions, or other meetings and events, which may include reporting on projects, planning collaborations with other project professionals, and evaluating projects.
- Consult with a variety of stakeholders, and participants associated with the project.
- Participate in the development of publications and other high-level disseminations, including highly technical materials and graphic designs.

SUPPLEMENTAL FUNCTIONS:

- Represent the department on University or division/college committees, as directed.
- May perform additional special assignments.

COMPETENCIES:

- Work Tempo

- Strategic Planning
- Formal Presentation Skills
- Collaboration
- Technical/Professional Knowledge
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Project management principles, practices, techniques, and tools.
- A variety of basic, routine and advanced recruitment/public relations strategies and techniques.
- Basic, routine and advanced laws, regulations, methods, and techniques in the area of specialty.
- Basic, routine and advanced computer programs and software in use in the department or area.
- Basic, routine and advanced records maintenance.
- Basic, routine and advanced scheduling techniques.
- Basic, routine and advanced finance, accounting, budgeting, and cost control procedures.
- Student/program participant scholarship and retention programs.
- University rules and procedures.
- Organizational structure, workflow, and operating procedures.
- Current and emerging trends in technologies, techniques, issues and approaches in area of specialty.
- Alternative fundraising programs, methods and techniques.
- Contracts management.

Skills and Abilities to:

- Create, compose, and edit basic, routine and advanced written materials.
- Maintain strict confidentiality.
- Perform basic, routine and advanced records maintenance.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Develop and maintain basic, routine and advanced record-keeping systems and procedures.
- Use a personal computer and associated software in use in the department or area.
- Prepare and print basic, routine and advanced correspondence, and mailing lists.
- Coordinate, organize, develop and conduct basic, routine and advanced educational programs, workshops, meetings and special events.

- Perform basic, routine and advanced program assessments.
- Gather data, compile information, and prepare basic, routine and advanced reports.
- Translate technical information for the appropriate age or grade level audience.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Some travel may be required.

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.