

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: PAYMENT SERVICES SPECIALIST

Reports To: Payment Services

UW Job Code: 4201

UW Job Family: 41 –Secretarial/Clerical Support

SOC Code: 43-3031

FLSA: Non-exempt

Pay Grade: 17

Date: 12-3-10

JOB PURPOSE:

Under limited supervision, review and process all university expenditures including expense reports, personal reimbursements, procurement card transactions, and non-PO invoices which are created and initiated by campus departments. Ensure all requests conform to University policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under limited supervision, review and process University expenditures (payment requests, field purchase orders, PO invoices, vouchers, P-Card logs, etc.), with great attention to detail, and communicate with supervisor when questionable expenditures occur.
- Provide accurate data entry; enter vouchers for invoices against purchase orders, use correct PO lines and resolve matching errors. Accurately link documents to scanned images.
- Perform processes with minimal supervision and make informed judgment calls concerning proper use of university funds.
- Compose correspondence in response to routine inquiries and assist users in navigating WyoCloud Financial.
- Perform customer service duties by providing information to University departments and other outside entities regarding payment service transactions.
- Provide assistance and resolve form processing problems.
- Identify and resolve internal errors and those errors initiated by University departments.
- Maintain complex hard copy and/or computer filing systems including creating, editing, and purging information according to University, state and federal regulations.

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.

COMPETENCIES:

- Teamwork
- Attention to Detail
- Service Orientation
- Analysis/Problem Identification
- Quality Orientation

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years progressively responsible work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine, and advanced computer programs and software in use in the department or area.
- Accounts payable processing methods.
- University accounting procedures involving procurement and/or travel.
- Basic and routine reception techniques.
- Basic and routine laws, regulations, methods, and techniques in the area of specialty.
- University rules and procedures for form processing.
- Organizational structure, workflow, and operating procedures.
- Basic data entry.
- Problem resolution.
- Communication methods and techniques.

Skills and Abilities to:

- File alphabetically or numerically.
- Prepare and process University accounting forms.
- Perform basic and routine records maintenance.
- Operate a computer to type and format correspondence, spreadsheets, graphs and charts, and/or perform bookkeeping functions.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Analyze and solve basic and routine problems.
- Develop and maintain basic and routine recordkeeping systems and procedures.
- Use a personal computer and associated software in use in the department or area.
- Interpret university policies and procedures.

- Perform basic and routine bookkeeping procedures.
- Perform receptionist duties.
- 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.

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.