

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: COORDINATOR, FINANCIAL SERVICES

Reports To: Designated Supervisor

UW Job Code: 3734

UW Job Family: 32 – Administrative Support

SOC Code: 13-2099

FLSA: Exempt

Pay Grade: 22

Date: 3-1-97 (revised 1-18-02; 6-4-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Under limited supervision, coordinate the financial, operational, and business functions of the Controller's Office and Financial Services Department; provide assistance and consultation to the University Controller; manage the accounting function for the university's investment portfolio, Controller's Office funds and all resources of the Vice President of Administration; coordinate the annual university financial audit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the personnel, financial, and development functions of the Division of Financial Services and the Controller's Office.
- Respond to difficult or sensitive situations; assess, organize and seek resolution for concerns, requests and/or problems related to the Division.
- Implement and direct projects, programs and initiatives as designated to meet situational or ongoing needs of the Division and/or University.
- Analyze externally managed investment portfolios and perform all associated accounting functions.
- Coordinate the annual university financial audit.
- Prepare budget recommendations; monitor and control expenditures for the Office of the University Controller and the Office of the Vice President of Administration.
- Serve as resource for the Division in interpreting policies and procedures.
- Coordinate the operation of the PISTOL system; provide training and assistance for all aspects.
- Administer administrative loan program for the Vice President of Administration.
- Conduct special projects as directed.

SUPPLEMENTAL FUNCTIONS:

- Assist with the development of policies, procedures, and methods of operations.
- Provide computer/hard copy budget analysis and cost projections.
- Serve on University committees as appropriate or directed.

COMPETENCIES:

- Independence
- Integrity
- Work Tempo
- Influence
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

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

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Business concepts and requirements as applicable to a large academic or research facility.
- Business research principles, processes, and techniques.
- Project management principles, practices, techniques, and tools.
- University accounting procedures involving procurement, travel, and/or employment.
- Contracting process and associated local, state, federal, and other regulations.
- Finance, accounting, budgeting, and cost control procedures.
- Computerized information systems used in financial and/or accounting applications.
- Software to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections.
- Accounts payable procedures and practices.
- Interpret and analyze externally generated investment reports.
- Perform complex accounting processes associated with investment and royalty income.
- Amortization scheduling and loan development and processing.
- Office management principles and procedures.

Skills and Abilities to:

- Interpret applicable University, state and federal policies, procedures, regulations and guidelines.
- Communicate effectively, both orally and in writing.
- Manage time and organize priorities.
- Diffuse confrontational situations and work under stressful conditions.
- Maintain confidential or highly sensitive information.
- Maintain accurate and detailed financial records.
- Take accurate and complete meeting minutes.
- Create, compose, and edit written materials.

- Use spreadsheet, relational database, and word processing software.
- Process computer data and format and generate reports.
- Work effectively with a wide range of constituencies in a diverse community.
- Analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Analyze and solve problems.
- Organize and coordinate special events and meetings.

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.