

## **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: POST AWARD ACCOUNTS RECEIVABLE SPECIALIST II**

**Reports To:** Designated Supervisor

**UW Job Code:** 4505

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

**SOC Code:** 13-2011

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 7-1-21

### **JOB PURPOSE:**

Reporting to the Post-Award Services Manager, Office of Sponsored Programs (OSP), this position will be responsible for the accounts receivable functions associated with UW's externally-funded sponsored programs, according to agency regulations and policies and comply with UW policies and procedures. This position operates under many complex layers of regulations, including Office of Management and Budget Uniform Guidelines, as well as Sponsor policies and procedures; and State of Wyoming and the University's rules. Assist with the supervision of the Account Receivable Team.

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

- Review awards to determine payment terms and update new WyoCloud projects and associated awards/contracts with billing and receivable attributes.
- Calculate draw requests for letter of credit (LOC) accounts and reconcile expenses for sponsors with letter of credit mechanism.
- Prepare sponsor-required LOC reports and reconcile the LOC draws.
- Responsible for sponsor quarterly cash transaction reports.
- Manage the Accounts Receivable Receipting, Unapplied and Unidentified payments processes.
- Draw funds for direct loan accounts and other Student Financial Aid accounts.
- Maintain sponsor systems needed for invoicing.
- Manage the sponsor refund process.
- Develop and implement accounts receivable aging procedures and follow-up on delinquent payments greater than 90 days.
- Calculate interest on federal award cash balances and submit to government annually.
- Provide support to Post-Award Services manager and assist in documenting operating procedures for accounts receivables management.

- Develop and deliver training on Accounts Receivable business processes and procedures to all Office of Sponsored Programs staff.
- Train and supervise the work of part-time and student workers assigned to the Accounts Receivable team.
- Ensure all full-time Accounts Receivable staff are fully trained and provide necessary support to staff as may be necessary.
- Collaborate with Accounting Office and ensure Office of Sponsored Programs bank account is reconciled at the end of each month.
- Assist in responding to audit requests.
- Serve as the subject matter expert for testing Accounts Receivable functionalities and reports during WyoCloud system quarterly upgrade.
- Assist with the supervision of the OSP Account Receivable Team.

### **SUPPLEMENTAL FUNCTIONS:**

- Serve as a resource to UW administration, staff, government agencies, sponsoring organizations and auditors.
- Stay current on new developments and regulations.
- Facilitate independent auditors and agency representations in their examination of the sponsored programs' records.
- Perform special projects as directed.
- May serve on University and/or external committees or task forces as necessary.

### **COMPETENCIES:**

- Attention to Detail
- Collaboration
- Influence
- Integrity
- Judgment
- Independence

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

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

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

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Basic, advanced, and expert level of accounting theory, principles and practices.
- University, federal, state, and sponsored agencies' policies, regulations and procedures.

- Business practices and financial reporting methods and techniques.
- Basic, advanced and expert mathematical calculations and theory.
- Basic and advanced computer applications and computerized accounting systems.
- Records and time management principles and practices.
- Basic and advanced auditing policies, standards and procedures.
- Cash handling policies and procedures.
- Project supervision and training methods and techniques.
- Effective communication methods, both written and orally.
- Problem-solving methods and techniques.

Skills and Abilities to:

- Provide expert-level Research Administration consulting and advice.
- Analyze budgets and expenditures ensuring compliance with fiscal policies, accountability reporting and funding requirements.
- Balance and reconcile budgets following accounting policies and procedures.
- Effective, clear and concise communication, both orally and in writing with University, State, Federal and outside agencies.
- Make decisions regarding authorization or rejection of expenditure/disbursement according to statutes, policies and budgetary limitations.
- Prioritize work assignments, autonomously.
- Meet multiple and demanding deadlines.
- Use computer applications including spreadsheets, databases, graphs, charts and a computerized accounting system.
- Prepare computerized financial reports and make projections.
- Maintain and manage accurate accounting records.
- Resolve accounting problems within accounting policies, rules and regulations.
- Provide project supervision and train others on accounting practices and procedures.
- Interact effectively with auditors.
- Research information to attain answers and solve problems.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

Indoor/office environment. Position subjected to computer video display hazards and repetitive hand movement hazards regularly.

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.