**B. Job Title:** Financial Specialist 1

**C. Is this position hourly or salaried?** Hourly

**D. Shift and hours of position:** 7:45 a.m. - 4:30 p.m., Monday - Friday

**E. Number of subordinates (if applicable):** None

**F. List of essential job functions, knowledge, abilities, and skills:**

This position performs a variety of financial and administrative support services for the Business Services department. The individual in this position is expected to utilize independent action, initiative, judgment and discretion and knowledge of State & UW policies and procedures to ensure compliance for routine work and with supervision for more complex work; must be organized; must have the ability to meet deadlines; utilize computing resources effectively; and must exercise common courtesy and professionalism when dealing with faculty, staff, students, and visitors. Customer service skills are critical; as well as the ability to effectively to work effectively as a team member.

Primary responsibilities include Accounts Payable and Purchasing support, Business Services office support, processing campus charge backs and providing support for training efforts. Duties are performed under the general supervision of the Assistant Controller.

**35% Purchasing and Accounts Payable Processing**

* Create and maintain electronic and hardcopy vendor files.
* Serve as backup for vendor entry into People Soft Shared Financial System (SFS) as needed.
* Assist with the set up and maintain W-9 files. Request additional information as needed.
* Access TIN verification system and verify information received.
* Setup ProCard logs and review for completeness.
* Maintain ProCard issues and problems tracking log.
* Enter information into the automated purchasing/procurement system.
* Prepare Accounts Payable invoices for setup.
* Assist with the processing of requisitions and other payment request including reviewing documentation for completeness and entry into the accounting system.
* Maintain the requisition and travel expense log.
* Upload student refunds from the student online accounts receivable system (SOLAR) into the Shared Financial System (SFS) voucher files.
* Verify AP voucher load as successful.
* Process the AP Pay Cycle via ACH and check.
* Trouble-shoot problems with missing or incorrect payment documentation.
* Analyze and monitor WISDM entries, invoices, requisitions and other administrative documents. Follow up on problems identified with Purchasing and Accounts Payable as needed.
* Gather and format financial data as directed.
* Assist with financial reports and requests.
* Upon requests from Business Services offices staff, scan and save PDFs to share drive and log transaction information into the appropriate database or spreadsheet for Direct Payments, Payment to Individual Requests, External Requisitions, Internal Requisitions/Work Orders, Travel Expense Reimbursements and other various transactional items as they arise. Distribute originals to pre-audit area and/or Accounts Payable for processing.
* Upon receipt of forms and documents, review, verify and facilitate the processing. While reviewing ensure the request is complete, appropriate, allowable, verify funding/account number, UDDS, signature, etc. Manage inquiries and any follow-up needed.
* Process journal entries in the general ledger accounting system as directed.
* Provide data entry for various processes in the office including the Foundation and budget functions.
* Provide additional assistance as directed.

**30% General Office Support**

* Serve as first point contact to all visitors to the Business Services office. Monitor staff's daily schedules via the shared calendar. Direct them to the appropriate individual or serve as resource in responding to requests for information. Make all visitors feel welcome. Visitors range from students, departmental personnel, senior college and university officials, prospective faculty candidates, parents, state & federal officials & international visitors.
* Independently answer all telephone inquiries acting as the contact/resource person for the Business Services office. Respond to questions, identify and solve problems or consult with the appropriate person(s) or unit(s) when necessary in relaying information back. Calls may be from various inside or outside sources.
* Assist Business Services staff in scheduling meetings and conference rooms. Utilize web-based calendar to request AV equipment/digital projector as needed.
* Oversee Business Services office supplies. Determine and order adequate inventory. Respond to requests of specific supply needs. Procure supplies using Web-ordering program while adhering to UW guidelines on policies and procedures for purchasing.
* Procure supplies for printers and copiers in Business Services office. Handle and ready toner returns. Call for maintenance when necessary.
* Place business card orders for Business Services office.
* Coordinate various maintenance needs of Business Services office with Facilities when necessary.
* Help coordinate maintenance of all phones in the Business Services office.
* As key operator of the Business Services copier, send monthly copy-count report to vendor, keep copier supplied and in good working order.
* As key operator of the Business Services fax machine, keep machine supplied and in good working order.
* Prepare memos, reports, invoices, etc., as requested.
* Record & Publish bi-weekly staff meeting agenda & minutes.
* Process incoming mail for Business Services office daily. Sort and date stamp. Enter into the electronic logs as necessary. Ensure appropriate handling of confidential and time-sensitive documents, distribute to the appropriate staff member immediately. Ensure that all other mail and informational materials are distributed quickly and efficiently.
* Manage and maintain all files in Business Services. Many of these files are of confidential nature. Provide an organized file system for all files. Prepare historical files or destroy in accordance with the state and federal regulations.
* Participate in training sessions to keep current on latest developments in word processing and spreadsheet software, as well as office equipment and skills.
* Develop and recommend policies, procedures, and guidelines to improve effectiveness of administrative operations.
* Develops, documents, and maintains a current procedural manual for all assigned areas of responsibility.
* Acts as the liaison between staff and CTS staff provide hardware/software support to users of various applications. Update specific web pages.
* Other duties assigned.

**20% Process Campus Chargebacks**

* Upon receipt of forms and documents, review, verify and facilitate the processing of telecom, copier, shredding and miscellaneous service charge backs. While reviewing ensure the request is complete, appropriate, allowable, verify funding/account number, UDDS, etc. Manage inquiries and any follow-up needed.
* Prepare journal entries to charge/credit departments for new lines, moves, changes, and repairs.
* Coordinate with CTS in the processing of the Annual Line Rental Report/Journal entry.
* Update line feature/funding information through Access Telecom Billing Program.
* Process for payment (including obtaining proper approvals) monthly bills for telephone and cellular services. Prepare paperwork to charge appropriate departments.
* Maintain and update the ‘Copier Usage’ spreadsheet which produces a journal entry and creates an order request to send replacement paper to departments. Invoice building tenants for copier usage
* Coordinate shredding program between Cintas Mountain and campus departments. Also coordinate payments and chargebacks.

**10% Support Training Efforts of Business Services Staff**

* Coordinate arrangements and organize resources for training sessions.
* Communicate campus training opportunities.
* Maintain training participant lists.
* Forward new participants as they sign up to the instructors.
* Distribute Faculty/Staff Orientation Contact list and welcome letter to new employees.

**5% Support the Cash Deposit Function in the Business Services Office**

* Classify deposits received and prepare deposit forms.
* Research issues when necessary for accurate classification.
* Send deposits to Cashier in compliance with UW policies.
* Safeguard cash according to University cash handling procedures.
* Maintain deposit documentation files.

# **Standards of Performance**

* Overall thoroughness, organization, accuracy, and availability of appropriate general ledger detail, financial records, and related files. This includes maintaining adequate supporting records, audit trails, internal controls, and filing systems.
* Adequacy, timeliness, and accuracy of financial, accounting, and other management reports.
* Timeliness of meeting goals.
* Willingness to make suggestions and soundness of those suggestions.
* Soundness of judgment and operational decisions.
* Ability to organize and prioritize work while being responsive to University personnel.
* Timely and effective communication of problems and opportunities. This includes the responsibility for identifying and communicating information of importance as soon as possible.
* Integrity in dealing with customers, students, vendors, employees, and management.
* Punctuality, attendance, effective use of time, and willingness to work overtime when necessary.
* Maintaining confidentiality of sensitive information.
* Willingness to assist with special projects and other duties as assigned.

**G. List of marginal job functions**

* Filing.
* Send faxes.
* Maintain office appearance and cleanliness.
* Carry office supplies to and from the storeroom.

**H. Responsible for money, University funds, or accounts which**

**hold financial information?**

No.

**I. Ergonomic requirements:**

* Stand, reach, and bend to do filing and similar tasks.
* Walking to different areas of campus.
* Frequent keyboarding.
* Frequent use of calculator.
* Answering the telephone.
* Basic eye/hand coordination for computer and office machine usage.

**J. Qualifications:**

 Required:

* One or more years’ experience in a similar position and/or equivalent transferable education or knowledge
* Proficiency using Microsoft Word, Excel and Outlook
* Proficiency using the Internet and web based tools
* Ability to work with a diverse, multicultural population
* Excellent communication skills
* Experience providing excellent customer service

Preferences:

* At least a two-year degree in Accounting, Business or related program
* Experience entering data into Microsoft Access database
* Experience using a Web-ordering office supply program
* Experience using WISDM or a financial system

**K. Equipment to be used on the job:**

(By each piece of equipment, put an "F" for frequent use, an "O" for occasional use, or an "R" for rare use.)

* Tools: (power of manual tools) R
* Large Machinery: (includes vehicles) R
* Electrical Equipment: (i.e., floor buffer, includes office equipment) F -Frequently will use computer/printer, typewriter, fax machine, calculator, copy machine, and telephone.
* Chemicals: (includes cleaning supplies, lab chemicals, hazardous waste) O - Occasionally changes printer, copier, and fax toner cartridges.

**L. Knowledge, Skills and Abilities:**

* Excellent written & oral communication and interpersonal skills.
* Effective organizational and management skills with high level of attention to detail and ability to coordinate and prioritize work and activities.
* Ability to make good decision making capabilities and maintain confidentiality.
* Must be courteous, responsive, and service oriented and have the willingness to accept new and different responsibilities and maintain a professional and welcoming manner.
* Ability to work with a diverse group of people (faculty, staff, students, visitors, and the public) using tact courtesy and discretion.
* Ability to work independently and take ownership as well as function effectively in a team.
* Ability to manage multiple, concurrent projects, and still meet strict deadlines.
* Proficiency with software applications, such as Microsoft Word, Excel, and Power Point. Efficient in utilizing electronic forms, e-mail, e-calendar and the internet.
* Knowledge of UW travel procedures and claims for reimbursement.
* Knowledge of basic accounting and cash management principles.
* Ability to learn UW regulations relating to fiscal management.
* Ability to learn web-based accounting system.
* Knowledge of University policies and procedures.

**M. Organizational chart:** Attached