UNIVERSITY OF WISCONSIN-SUPERIOR
FINANCIAL SPECIALIST
POSITION DESCRIPTION

Title: Financial Specialist, 1.0 FTE
Department: Center for Continuing Education/Business and Financial Services Office
Position Reports To: Controller/Director of Business and Financial Services Office

Position Summary:
This position provides accounting services to the Center for Continuing Education (CCE), the Small Business Development Center (SBDC), Collaborative Degree Programs and the campus' Business and Financial Services Office. The position has responsibility for producing financial information in support of the budget authority granted to UW-Superior by UW-System as well as revenue produced through Community Outreach programs. The Financial Specialist exercises independent decision making and must effectively communicate information to management of UW-Superior and UW-System.

Duties and Responsibilities:
General Accounting Services
- Collect, analyze and prepare billings
- Audit for approval requisitions and payroll
- Prepare and submit Journal Vouchers
- Serve as PCI (Payment Card Industry) Administrator to process credit card settlement transactions
- Compile financial data for monthly journal entries and producing financial reports
- Participate in quarterly and year-end reconciliation activities
- Prepare requested reports as necessary
- Perform reconciliation of budgets on a monthly basis
- Manage a system of collecting cost information for all credit courses and non-credit workshops
- Serve as Administrator for photocopier
- Develop and maintain schedule of computer and software purchases and software support agreements

Inter-Institutional Agreements (IIA) Management
- Develop Inter-Institutional Agreements (IIA)
- Compose narratives with detailed explanations for changes in budget authority for each section of the IIA for Director of Continuing Education’s and Provost’s review and electronic submission to UW-Extended Campus
- Incorporate approved changes in UW-Extended Campus Master Spreadsheet for salary allocations, fringe benefits, supplies and expenses.
- Analyze the approved IIA, verifying accuracy of approved budget.
- Coordinate Red Book submission with General Ledger Budget Accountant
- Support cost center manager for the Collaborative Degree programs
- Reconcile enrollments and tuition collected by semester for all Collaborative Programs
- Prepare the required Inter-Unit Journal (IUJ) transfer of tuition to UW-Extended Campus
- Analyze queries and reports to verify accuracy
Business Services Support

- Assist with administration of the campus purchasing card and travel card programs
- Coordinate internal and external audit requests
- Process journals for a variety of campus activities
- Review inter unit journal activity for accuracy
- Other duties as assigned
- Complete mandatory training and professional development as assigned

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of financial regulations, applications and interpretation of rules and regulations enacted by the University its associated programs
- Knowledge of UW-Extended Campus budget process
- Knowledge of University fiscal policies and procedures
- Knowledge of FERPA rules and regulations
- Ability to communicate effectively to a diverse population
- Strong customer service and time management skills
- Ability to maintain confidentiality
- Knowledge of and ability to apply modern accounting principles and practices
- Ability to interpret and apply complex rules, regulations, policies and procedures
- Ability to perform complex mathematical calculations
- Ability to work in a changing and flexible work environment alone and as part of a team
- Strong analytical skills and attention to detail

Required Qualifications:

- Two-year associate degree in accounting from an accredited post-secondary school
- Proficient in Microsoft Office: Excel, Word, Outlook, and Adobe Acrobat
- Experience in the areas of invoicing, bookkeeping, fund accounting, budgeting, and financial reporting activities

Desirable Qualifications:

- Experience with PeopleSoft financial software applications
- Experience supporting a system of internal financial controls to assure proper checks and balances
- Higher education experience