UNIVERSITY OF WISCONSIN – MILWAUKEE  
Mathematical Sciences Department

POSITION TITLE

Financial Management Assistant

POSITION SUMMARY

The Mathematical Sciences Financial Management Assistant is responsible for assisting with the development and maintenance of financial data and all appropriate record keeping systems for departmental and extramural accounts. The incumbent performs accounting and recordkeeping for accounts in the Department of Mathematical Sciences.

This position will work closely with the department manager on areas involving department financial management and travel and expense management. This position also assists with the purchasing card process and general administrative functions.

Goals and Worker Activities

55%  A.  Financial Management Assistant

A1. Assist with the development of monthly budget versus expenditures variance reports (financial summaries) for department general accounts and grants of past and current expenditures using computerized spreadsheets for review by principal investigators and Department Chair.

A2. Review, compile and reconcile Department accounts with the University's accounting system WISDM; investigate discrepancies and pursue adjustments as necessary. Monitor and coordinate fund transfers among department accounts for proper accounting treatments.

A3. Assure audit trails to clarify payments to external and internal entities; independently determine appropriate codes for payment and process payments through UWM guidelines for the Department.

A4. Assist with the drafting and developing of annual budgets for 101, 136, 150 and 133 (foundation account) fund accounts, and group travel budgets using departmental and/or grant funds.

30%  B.  Travel Management Assistant

B1. Maintain accurate and timely approval of travel approval requests, travel expense reports, and direct payment forms (DP). Advise faculty on preparing detailed and acceptable travel request forms and expense reports.
B2. Record travel of all department employees and students requesting reimbursement. Create record logs to track the travel process, including travel requests, reimbursements and payments to the claimant.

B3. Interpret, counsel and advise faculty and staff on individual and group travel and expense reimbursement policies as defined by L&S, UW Guidelines and State of Wisconsin statutes.

B4. Assist with the creation and update of department policies and procedures on the travel process used by administrative, faculty and staff. This includes disseminating pertinent travel regulations to faculty, staff and visitors about preferred vendors, airlines, hotels, auto rentals, etc.

15% C. Purchasing Card (Pcard) Assistant

C1. On a bi-weekly basis, use Pcard US Bank site to assign and audit funding and class codes for credit card transactions. Determine if transactions should be approved, rejected or if further discussion is required with end user or the Department Administrator.

C2. Ensure that all cardholders are following cardholder guidelines by providing their ledgers and receipts in a timely manner. Responsible for recommending process improvements to ensure that guidelines are appropriately followed.

C3. Coordinate resolution of fraudulent charges with cardholders, Accounting Services, and US bank. Contact cardholders to resolve any issues concerning improper use of cards.

C4. Assist with the reconciliation of charges to the accounting system (WISDM) on a monthly basis.

C5. Maintain a permanent filing system of transaction documentation and logs that meet the campus record retention requirements.

C6. Work with cardholders on the design and implementation of the various transaction logs using Excel spreadsheets.

The goals and work activities listed are intended to describe the essential functions of persons assigned to this job. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements.

Required Knowledge, Skills, and Abilities

1. Knowledge or ability to learn State, UW System, UW-Milwaukee, and Federal extramural gift and grant accounting, travel, and purchasing procedures, rules, and regulations.
2. Knowledge or ability to learn generally-accepted accounting and auditing methods.
3. Ability to establish and maintain effective working relationships with a diverse population and work in a fast-paced team environment.
4. Knowledge or ability to learn the WISDM web-based reporting system. Ability to utilize the mainframe program.
5. Effective work organization skills with an emphasis on accuracy and efficiency. Ability to manage multiple tasks and priorities.
6. Ability to understand and follow complex written and oral instructions.
7. Advanced experience and knowledge of personal computers, specifically MS Excel and MS Word.
9. The ability to provide courteous professional customer service to campus and non-campus clientele.

Working Conditions While Performing Essential Functions

Exposure to low-level noise and chemicals related to operation of equipment, such as copiers, computers, and laser printers.

Equipment Used to Perform Essential Functions

Personal computer, laser printers, copy machines, fax machines, shredder, and calculators.

Confidentiality

It is my responsibility, as a University of Wisconsin-Milwaukee employee, to ensure the security and confidentiality of customer records and information; protect against any anticipated threats or hazards to the security or integrity of such records; and protect against unauthorized access to or use of such records or information that could result in substantial harm or inconvenience to any customer.

12/2016