UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Manager, Accounting Office

DIVISION: Administration & Finance Division (Controller’s Office)

REPORTS TO: Manager, Accounts Payable

GRADE: 10

SUPERVISES: Fiscal and clerical staff

BASIC FUNCTION:

Supervise the daily operations and functions of the P-Card Program & Travel Office within the University’s General Accounting Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the overall flow of the P-Card documents and the University’s travel documents to insure accuracy, timeliness, and adherence to established University and State policies and procedures.

Supervise the P-Card Program and Travel Office within the General Accounting Department. Review current policies and procedures and update as necessary. Work with University Community on improving p-card, travel and financial documents through the system.

Supervise the flow of the daily; weekly; monthly P-Card activity for processing within the University’s PeopleSoft system.

Responsible for the development and administration of the audit procedures for all travel and P-Card reconciliation packages.

Responsible for the policies and procedures of the P-Card and Travel Program.

Oversee the implementation of additional modules to PeopleSoft including the P-Card Module and the Travel and Expense Module. Work with PeopleSoft Financial Team on testing fixes, upgrades, new functionality, new modules, etc.

Develop and update training manuals and conduct training sessions for staff and University Community as needed.
OTHER DUTIES AND RESPONSIBILITIES:

Backup to Manager, Accounts Payable and Assistant Manager, Accounts Payable.

Provide assistance to internal and external auditors.

Other Special Projects and reconciliations to assist the Manager of Accounts Payable and/or Assistant Controller.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor’s or Master’s degree in accounting, business administration, or related field; minimum of three years’ experience in a general accounting, accounts payable, or travel office; supervisory experience; demonstrated initiative and ability to effectively supervise a staff in a high intensity environment; demonstrated competency in Windows, Excel, and Word; ability to organize and coordinate complex management tasks; ability to communicate effectively orally and in writing, and to speak effectively before faculty and administrative staff regarding assigned work and related subjects; excellent interpersonal skills, and demonstrated ability to be a team player; demonstrated ability to work with diverse groups.

Preferred: Experience with purchasing card programs; experience with PeopleSoft, Oracle or other ERP Systems; experience working with travel department; knowledge of the Fly American Act; ability to work with external travel agency; experience working in a higher education environment.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.