UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, CELS/Finance

DIVISION: Academic Affairs (CELS)

REPORTS TO: Dean/Director, Associate Deans/Directors

GRADE: 13

SUPERVISES: Professional, technical and clerical support

BASIC FUNCTION:

Responsible for all business functions of the College, including budget and finances. Advise and support the Dean in the appropriate generation and use of College resources. Establish business procedures for the College and oversee their implementation by all College departments. Promote and encourage adherence to prescribed federal, state, and institutional policies and procedures by College and departmental staff. Specific responsibilities include the following: accounting, budgeting, financial planning and projections, oversight of grants and contracts from a financial perspective and, in collaboration with the central administration, budget control and monitoring (all sources of funds, including the Land Grant Programs (RI Agricultural Experiment Station and RI Cooperative Extension). In addition, the position is responsible for allocating staff, approving requisitions, reviewing and approving expenses and creating financial reports for strategic planning purposes.

ESSENTIAL DUTIES:

Supervise and monitor routine business functions for all units within the College of Environment and Life Sciences. Interpret and provide advice regarding URI budget, accounting and personnel policies and procedures to faculty, staff and students. Provide training and assistance to support staff as required.

Represent the CELS Dean’s Office regarding fiscal and personnel activities within the
University and with outside agencies, and serve as the Dean’s designated signatory for CELS financial and personnel documents.

Assist the Dean in the preparation of the College’s annual budget; administer operating, student help, capital, travel, and overhead accounts for the College.

Coordinate and monitor the annual College budgets, including State, Land Grant, federal, and other contract and grant funding; ensure accuracy in budget preparation and monitoring for salaries, indirect cost rates, services and supplies, and cost sharing.

Direct and coordinate all Extension and AES federal financial reporting requirements and year-end closing procedures.

Coordinate budget requests from CELS departments and assist with the determination of departmental budgets. Reconcile College budgets and accounts with the University's financial records and compare actual revenues and expenditures against approved budgets on a monthly basis.

Provide support to Academic Affairs in ensuring compliance by College and departmental staff with prescribed federal, state, and institutional policies and procedures, including adherence to general accepted accounting principles.

Supervise preparation and processing of personnel and payroll forms, and related operations, including distribution of time cards and paychecks, and maintenance of records.

Supervise the administrative staff, and through them ensure the delivery of efficient clerical support, and the timely and cost-effective use of administrative and financial systems.

**OTHER DUTIES:**

Monitor departmental compliance with University, state, and federal rules and regulations in business/fiscal transactions.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; proficiency with computer software, including Microsoft
Office Suite, specifically Excel and spreadsheet analysis, and with databases such as PeopleSoft.

**ENVIRONMENTAL CONDITIONS:**

Position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master’s degree in business or public administration, or a related field; minimum of three years of increasingly responsible professional experience in complex business/administrative logistical support, preferably in a university, college, government, or similar setting; demonstrated excellent oral and written communication skills; demonstrated knowledge of budgetary processes and analyses; demonstrated experience developing and implementing administrative and financial policies and procedures; demonstrated experience in higher education and Land Grant financial systems; demonstrated strong administrative and organizational skills, and ability to work independently and effectively; demonstrated ability to articulate financial and operational issues to diverse constituencies; demonstrated strong interpersonal skills; demonstrated ability to organize, coordinate, and supervise a support staff; demonstrated ability to synthesize complex information and produce reports in a clear, concise manner; demonstrated ability to simultaneously manage multiple projects, while adhering to required internal and external policies and procedures; demonstrated experience working collaboratively with various groups including administrators, faculty, and staff; demonstrated effectiveness in trouble shooting and problem solving; demonstrated knowledge of pre- and post-award policies, regulations and reporting requirements at the federal level; demonstrated familiarity with federal funding agencies such as USDA, NSF and NIH; demonstrated proficiency with computer software, including Microsoft Office Suite, specifically Excel and spreadsheet analysis, and with databases such as PeopleSoft; demonstrated strong interpersonal; demonstrated strong oral and written communication skills, including the ability to effectively communicate with diverse individuals and groups; demonstrated ability to prepare and deliver oral presentations; demonstrated ability to effectively organize, coordinate, and supervise support staff.

**PREFERRED:** Minimum of three years of increasingly responsible professional experience in complex business/administrative logistical support in a university, college, government institution, or similar setting.

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