UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Manager, Athletics/Business  
DIVISION: Student Affairs (Athletics)  
REPORTS TO: Associate Director, Athletics/Finance  
GRADE: 11  
SUPERVISES: Support staff  

BASIC FUNCTION:
Supervise the Athletic Department Business Office daily operations, including preparing, processing and monitoring the paperwork associated with all the revenue and expenditure accounts. Supervise, train and review Athletic Department Business Office staff. Prepare financial and management reports as requested. Monitor, update and validate State/University/NCAA financial compliance requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Process and prepare all financial documents relating to Athletics for payment/receipt, from all sources of funds.

Responsible for the implementation of travel authorization requests, including cash advances, payment for hotels, airlines, etc. Open, maintain and close travel file(s), and monitor expenditures against policy.

Review Ticket Office settlement sheets for reasonableness; prepare J/E to record game revenue from Ticket Office settlement sheets, and process other revenue and expenditures as appropriate.

Reconcile Athletics Imprest Account.

Assist in the negotiation process for required Athletics-related insurance, including, but not limited to, student athletic insurance, leased vehicle insurance and rental vehicle insurance.

Assist the Associate Director in various bid processes, including, but not limited to, rental vans, airline charters, charter buses, and printing.

Prepare financial and management reports for the Athletics Department as directed by the Associate Director.

Communicate effectively with all levels of management and staff.
Update the Associate Director and Department personnel on the most up-to-date State of Rhode Island/University/NCAA business policies and procedures as they pertain to the University’s and Athletics’ daily operations. Monitor policies against actual practice within the Department.

Supervise the Athletics Business Office staff and provide guidance and training to staff. Prepare employee performance reviews, monitor staff performance and on-going development.

Review present processes and recommend new policies and procedures, as well as efficiencies to be gained within the Department through computer software programs and other mechanisms.

OTHER DUTIES AND RESPONSIBILITIES:

Maintain the database program for scholarship information.

Provide financial data and assistance to auditors and other internal financial personnel in connection with various audits.

To facilitate the payroll process, prepare student rosters; pick up and distribute paychecks and timecards.

Oversee the procurement of office supplies and the inventory for the Athletics Department.

Responsible for computer equipment and software deployment, including, but not limited to, coordination of computer support.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers; printers; Microsoft Office and database management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree in business administration or a related field; minimum of three to five years of progressively responsible accounting experience; proficiency in the use of personal computers and Microsoft Office products; excellent interpersonal, and written and verbal communication skills; ability to read, analyze and interpret financial reports, State/University and NCAA financial compliance documents and legal documents; ability to define problems, collect data, establish facts, draw valid conclusions and present recommendations; ability to create and maintain databases using Microsoft Access; ability to be a team player, and to coordinate and supervise support staff.
QUALIFICATIONS (continued):

Preferred: Administrative experience in higher education or intercollegiate athletics.

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