UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, College of Arts and Sciences/Business

DIVISION: Academic Affairs

REPORTS TO: Dean, College of Arts and Sciences

GRADE: 13

SUPERVISES: Professional, technical and clerical support staff.

BASIC FUNCTION:

Responsible for all business functions of the College, including budget and finances (all sources of funds). 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitor and supervise routine business functions for Arts and Sciences departments. Provide the Dean with various reports that can be utilized as decision-making tools.

Coordinate the College's business affairs and act as liaison/advocate/facilitator with relevant University offices, i.e., Controller, Coordinator of Research Accounting, Safety and Health, Shipping/Receiving, Purchasing, Accounting, Budget.

Help prepare the annual College budget and administer operating, student help, capital, travel, and overhead accounts for the College.

Coordinate budget requests from Arts and Sciences departments and assist with 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.

Act as building manager for Chafee Social Science Center. Represent the Dean with appropriate University officials on issues involving space and building/grounds.

OTHER DUTIES AND RESPONSIBILITIES:

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

Oversee and exercise fiscal responsibility for college grants and contracts.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in business or management required, as is four to five years of experience in a management role with equivalent responsibility involving purchasing, accounting, fiscal procedures. Familiarity with academic administrative procedures required. Must be able to function as part of a team and to interact tactfully with people. This position requires that the incumbent possess the ability to communicate effectively orally and in writing. Must be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills.

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