UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, HRL/Business

DIVISION: Student Affairs (Housing & Residential Life)

REPORTS TO: Assistant Vice President and Director, HRL

GRADE: 12

SUPERVISES: Support staff (Fiscal Clerks and student employees)

BASIC FUNCTION:

Responsible for all financial matters pertaining to the business functions of the Department of Housing and Residential Life (HRL), including overseeing the billing, purchasing, and accounting functions of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the management of financial analysis and accounting/budget functions. Develop and monitor consolidated annual budget plan and budget process.

Direct the preparation of financial statements, activity reports, budget forecasts, and annual budgets.

Serve as liaison with Division and University financial operations-related offices including the Controller’s Office, Budget Office, Facilities Services, Purchasing, external agencies, and other University areas as appropriate.

Oversee area functions including processing financial transactions, accounts payable, accounts receivable, billing, payroll, cash handling. Control authorization for administrative data security for Financial/Procurement and PeopleSoft Financials.

Ensure adequate and appropriate internal controls to ensure full accountability of financial processes.

Develop pro forma and financial plans to support the renovation and construction initiatives, and contribute to the development and revisions of the Housing and Residential Life Facilities Plan. Ensure the integration of capital plans with operating budgets and long-term strategic plans.

Provide supervision and general direction to the fiscal staff to ensure that administrative policies and procedures are being followed and ensure strong stewardship of University and department resources.
Identify opportunities for revenue enhancement as well as cost containment and efficiencies.

Responsible for contract management for major vendors operating within Housing and Residential Life.

Serve on HRL Senior Leadership Team. Assist the AVP/Director and colleagues in developing financial-related goals and objectives.

Prepare financial reports and communications. Organize and present information in consultation with the AVP/Director.

Participate on committees and task forces as directed.

Participate in the development, implementation, and interpretation of department and University policies.

Prepare requisitioning documents for material and equipment procurement.

Oversee processes for accountable property. Control and log transfers.

Supervise preparation of personnel forms, the payroll operation (including time approval for internal payroll), student employment, and tracking of personnel forms.

Maintain records and files as necessary.

Maintain an awareness of related best practices in business operations in the field of university housing.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

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:

REQUIRED: Bachelor’s degree in business administration or related field; minimum of three years of post-degree experience related to accounting, finance, business operations, or related area; demonstrated supervisory experience; demonstrated prior experience in developing budgets, accounting, materials procurement or other appropriate financial procedures; demonstrated strong interpersonal skills; demonstrated ability to work with diverse groups; demonstrated strong oral and written communication skills.
PREFERRED: Master’s degree in business or related field; demonstrated familiarity with university housing business operations; demonstrated familiarity with the work environment and culture of a large public university.

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