UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, W. Alton Jones/Business

DIVISION: Administration

REPORTS TO: Controller and Director, W. Alton Jones Campus

GRADE: 12

SUPERVISES: Support staff and students

BASIC FUNCTION:

Manage all business functions of the W. Alton Jones Campus (WAJC) including financial, administrative, human resources and technology. Hire, train and supervise business office staff and students. Establish business procedures for the campus and oversee their implementation by all campus staff and departments. Provide support to administration by ensuring campus staff is in compliance with prescribed Federal, State, and institutional policies and procedures, and with generally-accepted accounting principles. Maintain financial and fiscal integrity of all WAJC business operations. Work independently as well as cooperatively as an effective member of the WAJC management team to effectively and efficiently utilize campus assets to drive profitability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage all business operations for Campus activities including those at the Environmental Education Center and the Whispering Pines Conference Center, as well as any future business activities that may be implemented.

Prepare, monitor and reconcile all campus revenue and expense budgets. Ensure funds are expended appropriately and in accordance with applicable Federal, State, and University laws, regulations and policies. Work with the WAJ management team to increase revenue generation and drive profitability.

Responsible for purchasing, inventory control, accounts receivable, petty cash, p-cards, cash and check deposits, credit card receipts, payroll, revenue and expenditure tracking and reconciliation, as well as for developing and managing all related records. Responsible for the development, documentation, coordination, supervision and maintenance of the internal accounting and audit control systems.

Work closely with University media and technology services to manage Campus server connection, access and file storage. Oversee hardware and software assets and requirements.
Hire, train and supervise business office staff and students. Provide guidance and training to staff, including performance management and employee development.

Supervise the preparation and processing of personnel and payroll forms, time entry, distribution of paychecks, maintenance of records and all related human resource operations.

Provide support to administration by ensuring campus staff is in compliance with prescribed Federal, State, and institutional policies and procedures, including adherence to generally-accepted accounting principles. Ensure all insurance requirements are met.

Work closely with camp director to ensure business operations adhere to applicable American Camp Association accreditation standards.

Coordinate campus’s business affairs. Act as liaison/advocate/facilitator with relevant University offices.

**OTHER DUTIES AND RESPONSIBILITIES**

Provide ongoing training to campus staff for business-related functions.

Serve on campus and University committees. Represent Director within the University as well as with outside agencies as required.

Perform other duties as required

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** A Bachelor’s degree in accounting, finance, or business administration or related field; a minimum of 3 years’ experience in a business management function which required substantial quantitative knowledge, skills in business and personnel management and in budgeting and budget tracking, and a working knowledge of finance and accounting functions; demonstrated excellent communication and interpersonal skills and ability to work with diverse groups; demonstrated strong written and oral communication skills; demonstrated ability to organize details accurately, and to effectively plan, communicate, and oversee work on a variety of projects; demonstrated ability to organize large amounts of data, undertake new initiatives, and to work in an environment with complex policies and procedures; demonstrated ability to organize, coordinate and supervise support staff; demonstrated computer proficiency with word processing, spreadsheets, databases, e-mail, and Web-based applications; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to management, staff, students, and others; experience
working in a setting demanding a high degree of accountability; demonstrated strong quantitative and problem solving/strategizing skills.

**Preferred:** Master’s degree in a related field; a minimum of 5 years of experience in a similar role; hospitality, conference center and/or camp industry experience; experience using PeopleSoft.

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