UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Reconciliation

DIVISION: Business & Finance (Controller's Office)

REPORTS TO: Chief Accountant

GRADE: 12

SUPERVISES: Reconciliation staff

BASIC FUNCTION:
Manage the Reconciliation Office to ensure the timely and accurate execution for cash reconciliation. Cash reconciliation includes internal cash accounts maintained by the University, as well as external transactions processed by the State of Rhode Island. Effectively interact with the University community and State departments, especially the State Controller's Office and the State Division of Information Processing as necessary to perform reconciliation duties. Serve as liaison to financial institutions in matters concerning cash reconciliation. Advise chief accountant of significant reconciling items impacting financial information systems and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare and substantiate reports reconciling University receipts, disbursements and cash to the State's Accounting System for each appropriation.

Interact with the Bank's on-line system to electronically download data to prepare and reconcile University cash bank accounts.

Identify all reconciling items, initiate corrections on a timely basis and post adjusting entries as needed.

Prepare and substantiate monthly reports reconciling the University's imprest account. Monitor and reconcile imprest reimbursement accounts to the general ledger. Identify problems and initiate corrections on a timely basis. Update policies and procedures for applicable funds.

Prepare and submit the University's annual Imprest Cash Fund Report to the State Controller's Office.

Assist in ongoing program development and implementation as it relates to the University's Due to/Due From, Statement B, and Check Reconciliation programs.
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Pre-audit and post internal transfer and receipts transmittal vouchers. Analyze and document all repetitive State initiated charges, investigate outstanding vouchers. Forecast fiscal year end receivables/payables based on above analysis.

Document and monitor all departmental imprest accounts. Review monthly reconciliation for these accounts.

Monitor payroll-clearing accounts. Identify all reconciling items and initiate corrections on a timely basis.

Schedule and coordinate the processing of daily, weekly, and monthly reconciliation reports with URI's Management Information Services.

Coordinate the transfer of data between the University and the State Division of Information Processing.

Maintain liaison with URI departments receiving cash and making bank deposits to ensure receipts are deposited in accordance with sound business practices.

Maintain authorized access to the State Controller's on-line voucher entry system for the purpose of updating the State's financial records with respect to Receipt Transmittal Vouchers and Adjustment Vouchers.

OTHER DUTIES AND RESPONSIBILITIES:

Advise and update the Chief Accountant of significant reconciling items and problems.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in accounting, business administration, management, economics or business related field required, as is three years of professional experience in a financial setting, preferably including governmental fund accounting. The following are also required: experience reconciling major accounts, proficiency with word processing, database management and spreadsheet applications; three years of supervisory experience; demonstrated ability to organize, coordinate, and supervise support staff; strong written and verbal communication skills; excellent interpersonal skills.

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