UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Finance & Administration/ASF College of Continuing Education

DIVISION: Academic Affairs (ASFCCE)

REPORTS TO: Vice Provost for Urban Programs

GRADE: 13

SUPERVISES: Finance and facility professional and support staff

BASIC FUNCTION:

Responsible for all business functions of the College, including budget, financial and facility management. Advise and support the Vice Provost in the Planning, directing and managing of budgets, financial matters, and campus facilities and operations. Responsible for the coordination of College business with other offices and departments within the University and the State. Establish business procedures for the campus and oversee their implementation. Adhere to Federal, State, and University regulations and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitor and supervise all business functions of the Providence Campus.

Supervise and monitor the management of the campus facilities, including assignment of campus parking and space use analyses. Assist and represent the Vice Provost with appropriate officials on issues involving space and buildings.

Research and compile various reports for the Vice Provost for administrative decision making.

Coordinate campus business affairs and act as liaison, advocate, and facilitator with various University, State and community offices and departments.

Provide leadership in the preparation of the campus budget, and oversee the day-to-day operating, student help, capital, travel and overhead accounts for the campus. Prepare pro formas as needed.

Coordinate budget requests submitted by campus offices and student government. Reconcile campus budgets and accounts with University financial records, and compare actual revenues and expenditures against approved budgets on a monthly basis.
Oversee and exercise fiscal responsibility for campus grants and contracts.

Maintain records of all service contracts, inventories and purchases essential to campus activities.

Maintain and manage all financial records.

Responsible for the implementation of PeopleSoft for the financial activities of the campus.

OTHER DUTIES AND RESPONSIBILITIES:

Plan and implement continuous improvement as the basic management tool of CCE’s Business and Finance Office.

As appropriate, represent the Vice Provost in business-related activities within the University and with outside agencies.

Promote and encourage students, staff, and faculty to adhere to proscribed federal, state, and institutional fiscal and business policies and procedures.

Perform other related duties as assigned by the Vice Provost.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s degree in business administration, accounting, finance or a related field required; or, a bachelor’s degree with equivalent quantitative knowledge and skills required. At least five years of progressively responsible experience in a business management function required. The following are also required: demonstrated computer proficiency with word processing, spreadsheets, databases and electronic mail systems; excellent supervisory, written and verbal communication and interpersonal skills; ability to handle details accurately and to plan, communicate, and oversee work on a variety of fiscal and business projects. Must be able to manage a business staff. Must be able to communicate and work with students and student organizations. Must be a team player. A working knowledge of State and Federal financial regulations and guidelines preferred.
ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Class Code:.................0688
Position #: (NUNC)..........0688
Developed by:.................SG
Reviewed by:....................
Approved by:....................
Date:.........................06/01