UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Senior Business Analyst (General Accounting Office)

DIVISION: Administration and Finance (Controller’s Office)

REPORTS TO: Associate Controller, Accounting Operations

GRADE: 12

SUPERVISES: May supervise support staff and/or student workers

BASIC FUNCTION:

Responsible for assisting the Associate Controller of Accounting Operations, the Manager of Accounting, and the Manager of Accounts Payable in the General Accounting Office with accounting and financial matters pertaining to the administration of the University’s General Accounting and Accounts Payable Offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Account, record and process Capital Project invoices, including RIHEBC Bonds, COPS and State GO Bond funding, and reconcile with the State Financial ERP System (RIFANS) or Office of Higher Education (OHE) financial records.

Reconcile and process reimbursement(s) of RICAP funds with the State Financial ERP System (RIFANS) and RIHEBC funds with OHE, and request reimbursement through wire transfer.

Perform quarterly reconciliation of other billing matters for reimbursements from other State agencies.

Reconcile employee and travel advance accounts on a monthly basis, and work with department(s) on collection of outstanding advances. Work with Sponsored Research Office to reconcile research advances in a timely manner.

Work with Accounts Payable staff on complex accounting, accounts payable, and/or PCard issues and questions.

Assist the Associate Controller in year-end reporting of the 1099 file to the Internal Revenue Service. Review original documentation in order to provide prompt and courteous service when responding to questions. Work with the Associate Controller on any corrections that may prove necessary. Investigate all B notices from the IRS.

Record appropriate transactions/journal entries into the University’s accounting systems.
Work with Enrollment Services and Financial Reporting on periodic returns of student refunds. Investigate the returns and determine the appropriate processing of these returns.

Assist the Associate Controller in testing fixes, in upgrades, and in implementation of new modules within the PeopleSoft Financial System. Provide testing support to end users, and assist in updating documentation and with training as needed.

Provide backup to the Accounting Manager for all disbursement transactions including, but not limited to, student refund checks, accounts payable checks, special handling checks, and ACH payments.

Assist with various project assignments and provide year-end support to the Accounting and Accounts Payable Departments.

Develop recommendations for new and/or improved procedures as appropriate.

Participate in the development of effective management policies and procedures as requested.

OTHER DUTIES AND RESPONSIBILITIES

Handle information of a sensitive and confidential nature.

Assist the Controller, Associate Controller and/or Chief Accountant as directed, and perform any and all other duties as assigned.

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

REQUIRED: Bachelor's or master’s degree in accounting, finance, or related field; a minimum of three years of progressively more responsible employment experience in an accounting office, including at least one year of responsibility for accounts payable; demonstrated progressive experience in financial analysis; demonstrated strong computer skills, including spreadsheet, database management, query, and word processing; demonstrated ability to understand accounting and accounts payable concepts; demonstrated strong mathematical and analytical skills; demonstrated strong interpersonal skills and oral and written communication skills; demonstrated ability to organize, coordinate and supervise staff and/or student workers; demonstrated ability to work independently; demonstrated ability to balance multiple priorities; demonstrated ability to be a team player; demonstrated ability to work with diverse groups; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others.

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