

**Job Code:.. . . . 100231**  
**Position #: (PSA) (E)**  
**Developed by: SBB; KC**  
**Reviewed by:..... DLJ**  
**Approved by:.....LK**  
**Date:8/87;5/98;6/10;7/10;9/14**  
**11/22**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Assistant Manager, Accounting Operations  
**DIVISION:** Administration & Finance (Controller's Office)  
**REPORTS TO:** Assistant Controller, Accounting Operations  
**GRADE:** 11  
**SUPERVISES:** Fiscal and clerical staff

**BASIC FUNCTION:**

Supervise the daily operations and functions of the travel and expense module, purchasing and travel card programs, and transactions, training, and communication with vendors, State and University departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Supervise the overall flow of the travel, purchase and travel card and miscellaneous disbursement financial documents through the University's accounting system to ensure accuracy, timeliness, and adherence to established University and State policies and procedures.

Supervise the travel, purchase and travel card and miscellaneous disbursements office staff within the General Accounting Department.

Responsible for maintaining the State Travel Agency Portal, including traveler information and software updates.

Create and maintain documentation regarding travel, purchase and travel card and miscellaneous disbursement procedures.

Perform general ledger account reconciliations related to purchase and travel card expenditures.

Review journal entries related to reclassifications of purchase and travel card expenditures.

Identify and review year end travel and miscellaneous disbursement accruals.

Develop and update training manuals and conduct training sessions for staff and University Community as needed.

**OTHER DUTIES AND RESPONSIBILITIES:**

Serve as backup to Manager, Accounts Payable, as necessary.

Perform additional duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's or Master's degree in accounting, business administration, or related field; Minimum of three years' experience in a general accounting, accounts payable, or travel office; Demonstrated supervisory experience; Demonstrated ability to organize and coordinate complex management tasks in a deadline-driven environment; Demonstrated experience with Windows, Excel, and Word; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated ability to be a team player; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience with purchasing card programs; Demonstrated experience with PeopleSoft, Oracle, or other ERP Systems; Demonstrated experience working with a travel department; Demonstrated knowledge of the Fly American Act; Demonstrated ability to work with external travel agencies; and, Demonstrated experience working in a higher education environment.

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