

Job Code: 100439
Position #: (NUNC) (E)
Developed by: SG; JK
Reviewed by: LK; DLJ
Approved by: LK
Date: 7/01; 2/22; 8/22

UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION

TITLE: Director, CELS/Finance and Administration
DIVISION: Academic Affairs (CELS)
REPORTS TO: Dean, College of the Environment & Life Sciences
GRADE: 14
SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation; personnel matters; financial operations; strategic planning; and initiatives. Supervise all financial, fiscal, and administrative matters for the college, including the two Land Grant Programs (RI Agricultural Experiment Station and RICooperative Extension).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the administrative and fiscal operations in the Office of the Dean, providing leadership in the areas of human resources and business and financial management. Assist with the management of information systems, equipment acquisition, and facilities.

Manage the allocation of the Dean's resources and is ultimately responsible for the successful organization and administration of the College's complex fiscal and human resource activities.

Coordinate and monitor the annual College budgets, including State, Land Grant, federal, and other contract, and grant funding. Ensure accuracy in budget preparation and monitoring for salaries, indirect cost rates, services and supplies, and cost sharing.

Direct and coordinate all Extension and Agricultural Experiment Station federal financial reporting requirements and year-end closing procedures.

Assist and advise Associate Deans and their staff with financial and administrative issues, providing guidance and direction, ensuring compliance with federal, state, institutional policies and procedures.

Advise and assist department chairs, College administrators, Land Grant administrators, faculty, and professional staff in a variety of matters pertaining to their human resource, fiscal, and administrative affairs.

Serve as financial liaison between the College and key internal and external clientele.

Responsible for managing the college's cash handling practices, as well as the reconciliation and distribution of monthly credit card revenue for cost centers and fee-based programs.

Supervise the administrative staff, and through them ensure the delivery of efficient clerical support, timely and cost-effective use of administrative and financial systems.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers, email, scheduling and calendar programs, word processing, database and spreadsheet software, research software. Microsoft Office Suite. Web based administrative systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in business, public administration, or a related field; Minimum seven years of progressively responsible experience in a financial or business management position; Demonstrated experience in forecasting, resource analysis, and budgeting; Demonstrated experience developing and implementing administrative and financial policies and procedures; Demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; Demonstrated ability to simultaneously manage multiple projects, while adhering to required internal and external policies and procedures; Demonstrated effectiveness in trouble shooting and problem solving; Demonstrated familiarity with federal funding agencies (i.e. USDA, NSF, NIH); Demonstrated knowledge of pre- and post-award policies, regulations and reporting requirements at the federal level; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated ability to work independently; Demonstrated supervisory experience; Demonstrated computer skills (i.e., budget systems, Microsoft Office Suite, Excel spreadsheets, web based administrative systems (e.g. PeopleSoft, InfoEd, Brightspace, SwipeSimple)); Demonstrated knowledge of current management practices (i.e., budgets, financial planning, accounting, internal controls, and human resources); and, Demonstrated ability to work with diverse groups/populations.

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