

Job Code:100607-2022
Position#:(PSA).....(E)
Developed by:RP; TM; TB
Reviewed by:..SG; DLJ
Approved by:..... AMC
Date:12/92;4/96;5/97;9/02;6/29/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Athletics/Business
DIVISION: Athletics
REPORTS TO: Associate Director, Athletics/Business & Personnel
GRADE: 12
SUPERVISES: Support staff

BASIC FUNCTION:

Under the general supervision of the Associate Athletic Director, Business & Personnel, responsible for the daily management of all fiscal activities of the NCAA Division I Athletic Department including budget planning and execution. Assure all fiscal activities are conducted in compliance with Federal, State, Conference, Institutional and NCAA laws and regulations. Maintain and ensure fiscal integrity of the Department's \$30+ million operating budget. Oversee the daily management of the Athletic Business Office. Assist in the creation, implementation, and management of comprehensive business operations systems and processes that maintain and support a sound fiscal environment for the Department's 19 Division I intercollegiate sports programs and 11 administrative/support offices. Prepares necessary financial reports required throughout the given fiscal year to be used as a tool for budget management, budget preparation, and financial reporting to maintain proper funding levels for all areas within athletics. Serve as a Department liaison with other departments as needed to coordinate the Department's needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the daily management of all fiscal activities of the NCAA Division I Athletic Department including budget planning and execution. Assures all fiscal activities are conducted in compliance with Federal, State, Conference, Institutional and NCAA laws and regulations including, cash handling policies, proper business transactions, and the maintenance of the highest level of confidence, as appropriate.

Assist Associate AD in ensuring fiscal integrity of the Department's \$30+ million operating budget.

Assist Associate AD in maintaining internal controls and safeguards; develop and document business processes and accounting policies to maintain the strength of internal fiscal controls.

Assist Associate AD in the daily management of the Athletic Business Office including monitoring the Department's operating expenses and budgets.

Supervise all full-time staff members of the Athletic Business Office; responsible for all training, onboarding, scheduling and performance management.

Assign workload and delegate projects to Business Office staff.

Signature authority as defined by the Associate Athletic Director, Business & Personnel

Ensure the timely completion of processing and payment of purchase orders and invoices in a timely and accurate manner.

Oversee daily preparation and reconciliation of operating budgets for each of the Athletic Department sports and administrative areas.

Monitor and work with staff to set up and maintain detailed operating budgets within Department's appropriations.

Consistently analyze financial data and compare budgeted to actual results with a view to identify, explain, and correct variances as appropriate.

Work directly with various internal and external constituencies such as coaches, staff, the NCAA, 3rd party financial auditors etc. to ensure proper execution of the department's fiscal goals and expectations.

Reconcile and create monthly financial reports in an accurate and timely manner and clearly communicates monthly financial data to all head coaches and heads of department. This includes keeping Associate Athletic Director Business & Personnel abreast of discrepancies, changes, or concerns.

Execute daily, month-end, and year-end accounting tasks for athletic accounts which includes posting journal entries and budget transfers.

Advise senior staff and head coaches about on-going finance, budget, and business issues, and develop financial models for planning purposes.

Provide assistance and information to the Associate Athletic Director, Business & Personnel for the annual audit, EADA, and annual budget reports for each internal area.

Keep abreast of current trends and developments in the field through publications, seminars, and conferences.

Review Ticket Office settlements for reasonableness.

Reconcile Athletics Bank Accounts.

Assist the Associate Director in various bid processes.

Oversee quarterly reporting of multi-Media Rights Partner.

OTHER DUTIES AND RESPONSIBILITIES:

Provide financial data and assistance to auditors and other internal financial personnel in connection with various audits.

To facilitate the internal payroll process.

Possible sport administrative oversight assigned by Director of Athletics.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers; printers; Microsoft Office and database management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration or a related field; Minimum of three years of progressively responsible experience in budget and finance; Demonstrated experience with database and spreadsheet creation and management (specifically Excel); Demonstrated organizational and critical thinking skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to anticipate and handle last minute concerns and shifting priorities in a deadline-driven environment; Demonstrated ability to establish and maintain effective working relations with various constituencies; Demonstrated ability to work independently and as part of a team; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated finance experience in Collegiate Athletics; Demonstrated familiarity with NCAA compliance software and team management applications; Demonstrated experience creating policies, procedures, and business operations systems; and, Demonstrated familiarity with Peoplesoft Financials production and reporting.

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