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Developed by:.....LB
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THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, Financial Strategy & Planning
DIVISION: Academic Affairs and Administration & Finance
REPORTS TO: Director, Financial Strategy & Planning
GRADE: 17
SUPERVISES: Professional staff, Students

BASIC FUNCTION:

Under the general direction of the Budget Director, assist in all aspects of managing the Budget & Financial Planning Office and managing the daily activities of the University budget, ensuring compliance with policies, procedures, regulations, and statutes. Specifically responsible for working with the Provost's Office in the development, coordination and monitoring of the University's Budget. Responsible for the oversight of the PeopleSoft/Oracle Human Capital management System as it relates to the budget and to position control.

Responsible for the General Budget Operations for the University of Rhode Island, Budget & Financial Planning. This position includes oversight of the following functions: Budget Request, Budget Allocation, Mid-Year Review, Reconciliation of Actuals with Financial Statements. Responsibilities include developing, improving and implementing policy, procedures, best practices to improve budget process to support operational needs. Coordinate financial and administrative functions between the University, the Board of Trustees, and the State Department of Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Budget Director in managing and evaluating the overall planning and coordination of the Budget Office to ensure compliance with sound budgeting/accounting standards and practice, and with applicable policies, regulations, and laws. May develop and institute fiscal or budgetary policy and procedure changes.

Assist in all aspects of administering, preparing, reviewing, monitoring, projecting, and allocating the Budget Request, the Budget Allocation and the Mid-year Budget. Assist in ensuring that the budget submissions reflect appropriately the University's Strategic Plan. Maintain administrative control over the budget allotments and expenditures of the University's budget for all non-research and non-profit funds.

Provide analyses, interpretation, assumptions, projections, and presentations of financial data, including the budget submissions for executive management, the Board of Governors, and the State of Rhode Island.

Assist in aligning the budget with the strategic plan in developing the budget request and in developing multi-year budget projections.

Manage the day-to-day operations of the office, directing professional staff that are responsible for budgets, financial administration, and the reporting of University funds; establish work priorities/workflow and resolve management or personnel issues. Provide training, support, and guidance for office staff, and evaluate job performance.

Provide supervision and guidance to professional and clerical staff in the production, financial analysis, and communication of budget data and budget processes to the entire University by division, colleges and units, departments, fiscal staff, and individuals.

Coordinate and direct planning for all budget cycles for all budgeted funds to ensure timely submission of budgets to specifically include: formation of budget cycle timelines; facilitate information gathering pertinent to each budget cycle build Unrestricted budget file for each cycle in preparation for presentation to senior leadership; build budget guidelines for University community for all funds; coordinate data, rates and factors for Restricted use at mid-year; ensure Bf PO website has updated budgeting resources for the University community (e.g. fringe calculators, budgeting guidelines, memos, etc.) PBCS cloud-based budget system requirements that will impact budget cycles; resource coordination, internal (analysts) and external (Controller, Technical, etc.) ensure all necessary journals are prepared and presented to Controller as relates to Allocation (including indirect cost. state appropriation bookings, debt service, contributions, etc.); coordination of data for the State of RI budget system (Decision Package data and non-Decision Package data) coordination of data for input into PBCS cloud-based budget system.

Ensure post Allocation contractual adjustments are up-to-date on the PeopleSoft system. Oversee the mass compilation of budget data for each cycle.

Pertaining to PBCS cloud-based budgeting system: Act as back-up System Administrator; maintain knowledge of PBCS system to ensure worker-multifunctionality; work with Assistant Director to participate system implementations, upgrades and enhancements; provide guidance for planning and prioritization; help assess risks and resource requirements needed to support budget cycles; create new/activate/inactivate user access as needed following internal policy. Maintain knowledge of: dimension structure: SmartView; FR Web Studio reporting functionality.

Participate in preparation of PBCS cloud-based budget system for impacted budget cycles, to specifically include: coordination of functional and technical timelines: actual data input review and reconciliation; budget journal input, review and reconciliation. coordination of all aspects of College Budget Trails for Allocation including input, review, reconciliation creation/alteration of both end-user and administrative forms participation in coordination of managed services resources; coordination of data, rates and factors for use in planning for each cycle; participate in compilation

of training guides for University community; participate in training of OFSP staff to sufficiently instruct University community in using PBCS cloud-based system.

Specifically responsible for working with the Provost's Office in the development, coordination and monitoring of the University's academic budget. Meet regularly with the Assistant Vice Provost to resolve various academic related financial issues that impact the University's budget.

Serve as a member of the Budget Analysis Group, which meets to prepare financial analyses of the University's financial position and to make recommendations which are then presented to the Vice President, Administration, to the President and senior staff.

Serve as a resource to budget staff, University departments and others in interpreting budgeting/accounting policies, regulations, and state statutes. Serve as a resource for cloud-based budgeting issues to budget staff and University departments. Respond to questions concerning State and University policies and procedures. Identify major areas of concern and make recommendations to alleviate any unfavorable outlook.

Regularly interact with personnel from the offices of: the Provost, the divisional Vice Presidents, Controller, Payroll, Human Resource Administration, Deans, and Office of Sponsored Programs concerning issues as they impact the University's budget. Participate in decision-making with the Budget Director, the Vice President for Administration, and the President.

Serve as principal liaison with external budget personnel at the Office of Higher Education, the State Budget & Financial Planning Office and both branches of state government, including coordinating with other University departments for information to complete the budget, and for information in response to requests from entities internal and external to the institution.

Identify and provide closure on financial issues, accounting/budget system issues, budget departmental issues, and University budget issues. Prepare and/or supervise the preparation of comprehensive reports and analyses as needed in decision making or to advise University offices.

Maintain knowledge of financial methodologies, technologies, and regulatory environments necessary to support budgetary operations.

Assist on external and internal audits and respond to questions from auditors.

Oversee partnerships with Controller's Financial Systems team, IT, and HR with respect to the budgets on the PS Financial system as well as to impacts on PBCS cloud-based budgeting system.

Design, establish, and maintain an organizational structure and staffing to effectively accomplish the OFSP's goals and objectives.

Oversee recruitment, training, supervision, and evaluation of departmental staff.

OTHER DUTIES AND RESPONSIBILITIES:

Perform duties required in the absence of the Budget Director.

Maintain the legacy position control system.

Provide input for developing and/or revising related policies and procedures.

Provide leadership direction and training to other staff members.

Assume responsibilities for special projects as assigned by management.

Participate in meetings within and outside the University, e.g., Board of Governors' meetings, Department of Higher Education and other higher education meetings, House and Senate hearings at the State House, etc.

As required, perform duties of Budget Specialist I, II and III, Financial Analysis.

Train new staff.

Assist with responses to *ad hoc* requests.

Provide recommendations to the Budget Director relative to improving office processes.

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree required in business administration or similar field and seven to ten years of progressively responsible budget/financial experience, preferably in a public environment with a proven record of advanced financial skills. The following are required: Comprehensive knowledge of sound financial management and budgeting practices and principles; proven ability to work independently in analyzing and resolving complex financial problems; thorough knowledge of higher education, state, and federal regulations governing revenue, expenditures, bond funds, and debt service; ability to develop budgeting policies and priorities within established guidelines and to manage and evaluate budget projects; demonstrated ability to supervise office staff and coordinate projects; knowledge of computer financial reporting systems and computer applications such as Microsoft Office; extensive experience with Excel; understanding and experience in administrative systems (e.g., PeopleSoft/Oracle); strong background in analytical mathematics; thorough knowledge of higher education, state and federal regulations governing revenue, expenditures, bond funds, and debt service; direct experience in computer-based financial management information systems, with an emphasis on budget application; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills, with proven ability to

effectively communicate with all levels of management, government and financial officials, and public constituents. Must be able to prepare and present detailed studies and reports and to make recommendations concerning their substance.

PREFERRED: Master's degree; and Minimum of ten years of combined financial management/system experience in a complex environment in higher education.

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