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Position #: (NUNC)...(E)
Developed by:...JP; KC
Reviewed by:...LK; DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Special Advisor to Assistant Vice President, Facilities
DIVISION: Administration and Finance (Facilities Group)
REPORTS TO: Assistant Vice President, Facilities
GRADE: 14
SUPERVISES: May supervise support staff

BASIC FUNCTION:

Acclimate the new Director, Facilities/Finance and Administration to all financial and administrative matters of the Office of the Assistant Vice President of Facilities and all Facilities Group departments. Provide assistance with and guidance over the supervision of all financial, fiscal, and administrative matters for the Office of the Assistant Vice President of Facilities. Provide assistance with and guidance over supporting the Assistant Vice President and all Facilities Group Directors with fiscal planning, budget development, financial operations, and human resource administration for their departments. Assist in the development and implementation of strategic initiatives for all of Facilities Group. Support the Assistant Vice President, Director of Finance and Administration, Director of Planning & Real Estate Development, and Director of Capital Projects in the management of all Capital funding and financing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Acclimate the new Director, Facilities/Finance and Administration on all financial and administrative operations in the Facilities Group.

Supervise and coordinate financial matters pertaining to the administration of the Office of the Assistant Vice President of Facilities and all Facilities Group departments, interfacing with other appropriate University departments and outside organizations, including the Vice President of Administration and Finance, Office of Financial Strategy and Planning, Controller's Office, and State Budget Office.

Responsible for the review and reconciliation of all Facilities Group revenue and expense budgets and funding, including, but not limited to, general operating, overhead, sponsored research administration, RICAP, General Obligation bonds, and Rhode Island Health and Educational Building Corporation bonds.

Review, monitor, and approve all fiscal and budgetary submittals for all Facilities Group departments. Advise the Assistant Vice President on any potential funding or financial issues, recommending and/or implementing resolutions as required.

Responsible for the reallocation of funding resources among Facilities Group departments as required to meet strategic initiatives within Facilities Group and the Division of Administration and Finance.

Assist department Directors and their staffs with financial and administrative issues, providing guidance and direction, ensuring compliance with federal, state, institutional and divisional policies, and procedures.

Review, monitor, and approve all personnel action items for all Facilities Group departments. Monitor and track all Facilities Group departments' positions, including vacancies and turnover projections. Monitor the activities of all Facilities Group departments for the purpose of identifying or anticipating human resource or administrative issues, initiating, or recommending corrective action as needed. Advise the Assistant Vice President regarding any organizational or personnel management issues or circumstances as they arise.

Assist the Director of Capital Projects and Director of Small Projects and their staffs in resolving potential budgeting and funding issues for all major capital and small projects. Serve as the liaison between Capital Projects, Small Projects, Office of Financial Strategy and Planning, Purchasing, and the Controller's Office in resolving major capital and small project budget and procurement issues as needed. Monitor and reconcile major capital and small project budgets and funding sources with the Office of Capital Projects, Small Projects, PeopleSoft Project Module, PeopleSoft Financial System, and the State's RIFANS system.

Responsible for the coordination of and oversight on all non-Facilities Group funds brought to projects being managed by the Office of Capital Projects and Office of Small Projects. Review and audit all non-Facilities Group fund payment applications processed by the Office of Capital Projects and Office of Small Projects prior to submittal to Accounting.

Serve on the Asset Protection Committee, assisting with the development and implementation of the annual and Five-Year Asset Protection plans.

Assist with the development of the annual Capital Improvement Plan.

Develop budgetary submittals for all University debt service obligations, RICAP asset protection, and building rentals.

Respond to requests for information from the Board of Trustees, State Budget Office, and/or other state and federal organizations as needed.

Supervise fiscal, administrative, and other support staff as required. Oversee the preparation and processing of both routine and important/complex correspondence.

OTHER DUTIES AND RESPONSIBILITIES:

Assume responsibilities for special projects as assigned.

Attend various meetings in order to identify and evaluate any potential impacts to Facilities Group funding or operations or project budgets.

Serve as assistant to the Assistant Vice President and all Facilities Group Directors for various reports and ad hoc projects. Develop reports, analyses, and presentations in support of fiscal, capital, human resource, administrative and operational matters as required.

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, scanners, word processing, database management and spreadsheet software. PeopleSoft, Oracle, Banner.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, finance or related field; Minimum of five years of progressively responsible experience in a financial or business management position; Demonstrated mathematical, analytical and problem-solving skills; Demonstrated computer skills (i.e., spreadsheets, word-processing, databases, e-mail, and Web-based applications and administrative systems (e.g., PeopleSoft, Oracle, Banner)); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated supervisory experience; Demonstrated administrative, organizational and strategic planning skills; Demonstrated ability to work independently; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in business administration, finance, or related field; Minimum of five years of progressively responsible experience in a financial or business management position in a university, college, or government setting; Demonstrated working knowledge of the state's RIFANS financial system; Demonstrated knowledge of state general obligation and revenue bond funding; and, Demonstrated knowledge of capital project budgeting, planning, and administration.

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