

**Job Code: 101674**  
**Position #: NUNC (E)**  
**Developed by: JJP**  
**Reviewed by: DLJ, AMC**  
**Approved by: AMC**  
**Date: 09/2023**

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

**TITLE:** Chief Business Officer, College of Arts and Sciences

**DIVISION:** Academic Affairs (College of Arts and Sciences)

**REPORTS TO:** Dean, College of Arts and Sciences

**GRADE:** 16

**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Assist and advise the Dean and College of Arts and Sciences leadership team on all matters of administration, personnel, finance, business management, facilities, strategic planning, initiatives, research, and policies. Develop strategies and recommendations around maximizing resources within an incentive-based budget (IBB) environment. Play an integral role in the development of the Dean's long-range goals and objectives. Serve as a thought partner and leader to College of Arts and Sciences personnel and leadership within other central units.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

As lead financial and administrative officer, have responsibility for all aspects of the College of Arts and Sciences' administrative and research support programs.

Serve as College of Arts and Sciences' subject matter expert on the incentive-based budget (IBB) model, recommending strategies for maximizing both short and long-term resources.

Develop innovative and entrepreneurial strategies to identify areas of growth and efficiency for the College of Arts and Sciences. Review and approve financial strategy and plans related to proposed academic and research programs.

Serve as primary advisor to Dean on financial health of the College of Arts and Sciences, developing recommendations based on evaluation of market and internal data across all funding sources.

Coordinate, monitor and streamline the annual College of Arts and Sciences budget process, including external funding sources, as applicable. Ensure accuracy in budget preparation and compliance with prescribed Federal, State, and institutional policies and procedures, as applicable.

Provide ad-hoc analyses, reports, and statistics to College of Arts and Sciences leadership related to financial and administrative matters as requested.

Manage the allocation of the Dean's multi-faceted resources and be ultimately responsible for the successful organization and administration of the College of Arts and Sciences' complex fiscal and human resource activities.

Provide short- and long-term forecasting, identifying areas of concern and recommending actions to alleviate potential adverse issues. Provide recommendations to be used in final decision-making.

Supervise and manage non-academic College of Arts and Sciences personnel and their activities related to finance, facilities, human resources, information technology, and research support, and serve as primary liaison to the AVP for Facilities, AVP for Human Resources, CIO, and VP for Research and Economic Development to address and resolve interdepartmental concerns.

Advise and assist Department Chairs, College of Arts and Sciences administrators, faculty, and specialists in a variety of matters pertaining to their human resource, fiscal and administrative affairs.

Assist the Dean in developing College of Arts and Sciences' strategy and direction, such as strategic plan development.

Responsible for assisting in the development, implementation, monitoring and reviewing of strategies, plans, policy, and procedures.

Evaluate financial and operational performance of programs, centers, institutes, and other strategic ventures within the College of Arts and Sciences. Partner with central offices to remediate issues as identified.

Responsible for financial oversight including proforma analysis, project costing, contract administration, compliance, and execution. Work with College of Arts and Sciences leadership to develop a five-year business plan.

Assist in developing a staff structure and culture that is responsive to the needs of the College of Arts and Sciences and university communities as well as the established principles of the College of Arts and Sciences.

Participate on various University committees and provide related budgetary, analytical, and technical support.

Represent the Dean on financial and administrative matters as requested.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required, including the duties of other staff positions in the office.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers and printers; mainframes; word processing; database management and spreadsheet software; Microsoft Office suite, including but not limited to PowerPoint, Excel and Access. Enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner.)

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in finance, management, public administration, business administration, or related field with a minimum five years of demonstrated professional experience in financial management in a complex organization (including, but not limited to, tracking and analyzing revenue and expenditure budgets and actual data), OR a Bachelor's degree in finance, management, public administration, business administration, or related field with a minimum seven years of demonstrated professional experience in financial management in a complex organization (including, but not limited to, tracking and analyzing revenue and expenditure budgets and actual data); Demonstrated knowledge of state government and higher education operations, policies, and procedures; Demonstrated experience with personal computers, including spreadsheet applications; Demonstrated advanced knowledge of Microsoft Excel functions, such as pivot tables, v-lookups, and macro development; Demonstrated technical ability to react to complex ad hoc requests; Demonstrated ability to provide clear and concise reports on a timely basis; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work independently; Demonstrated ability to be detail-oriented; Demonstrated presentation skills; Demonstrated ability to be flexible; Demonstrated ability to manage multiple projects simultaneously in a fast-paced work setting; Demonstrated ability to work with diverse groups/populations; Demonstrated analytical and problem-solving skills, including the development of complex financial models; Demonstrated knowledge of best practices related to resource management; Demonstrated experience with enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner) including using the student, human resources, finance, and grant modules; and Demonstrated ability to be a strategic thought-partner to senior levels of leadership.

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