

Job Code:..... 101726
Position #: (NUNC).. (E)
Developed by:.....RP, TB
Reviewed by:.....DLJ; SG
Approved by:.....LK; AMC
Date:4/95,6/97,11/01,05/05
6/09, 7/15, 10/17, 4/24

THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Chief Business Officer
DIVISION: Athletics
REPORTS TO: Director of Athletics
GRADE: 16
SUPERVISES: Professional, technical, information techs, administrative, and other support staff, as assigned

BASIC FUNCTION:

Assist and advise the Athletic Director and athletics leadership team on all matters of administration, personnel, finance, business management, facilities, strategic planning, initiatives, 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 Athletic Director's long-range goals and objectives. Serve as a thought partner and leader to department personnel and leadership within other central units.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as Athletic Department's 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 Athletic Department. Review and approve financial strategy and plans related to proposed academic and athletic programs.

Serve as primary advisor to Athletic Director on financial health of the Department, developing recommendations based on evaluation of market and internal data across all funding sources.

Coordinate, monitor and streamline the annual athletic department budget process, including external funding sources, as applicable. Ensure accuracy in budget preparation and compliance with prescribed Federal, State, and institutional, NCAA, Atlantic 10, and Coastal Athletic Association policies and procedures, as applicable.

Provide ad-hoc analyses, reports, and statistics to athletic department leadership related to financial and administrative matters as requested.

Manage the allocation of the Athletic Director's multi-faceted resources and be ultimately responsible for the successful organization and administration of the Department's 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 personnel and their activities related to finance, facilities, human resources, travel, information technology, and research support, and serve as primary liaison to Budget office, Controllers office, Human Resources, and CIO, Information Technology Services, Alumni Association, Risk Management, and audit staff to address and resolve interdepartmental concerns.

Advise and assist Athletic Administrators, Coaches, and support staff in a variety of matters pertaining to their human resource, fiscal and administrative affairs.

Responsible for the management and operational performance of the Athletic Business Office, including: Compliance and adherence to State, University, and NCAA policy and procedures; Management of purchasing, accounts payable and receivables administered in the Athletic Department; Management of revenues and impress funds; Monitoring of travel policy against performance; Payroll records and distribution.

Oversee Human Resources/Payroll functions for the Athletic Department, including State, internal, student, and Alumni payrolls.

Manage equipment room operations staff, implementing procedures and controls to satisfactorily meet internal controls over the athletic equipment.

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

Evaluate financial and operational performance of programs and other strategic ventures within Athletics. 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 Department leadership to develop a five-year business plan.

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

Represent the Athletic Director 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.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions. Nights and weekends may be required.

QUALIFICATIONS:

REQUIRED: Master's degree in finance, management, public administration, business administration, sports management or related field, with a minimum five years of demonstrated successful 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, sports management or related field with a minimum seven years of demonstrated successful 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 experience with enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner); 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 using the student, human resources, and finance modules of enterprise resource planning systems (e.g., Oracle, PeopleSoft, Banner); Demonstrated ability to be a strategic thought-partner to senior levels of leadership.

Preferred: Minimum five years of experience working in or close connection with a Division 1 Athletic Department.

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

