

Job Code:.....101758
Position#:..(PSA).....(E)
Developed by:.....WW; MY
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....11/98; 09/24

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Business, CELS (Finance & Administration)
DIVISION: Academic Affairs (CELS)
REPORTS TO: Chief Business Officer, College of Environment and Life Sciences
GRADE: 12
SUPERVISES: Support staff and Student workers

BASIC FUNCTION:

Responsible for all business functions of the College of the Environment & Life Sciences. Assist and advise the College's Chief Business Officer on all matters of administration, including the following: budget preparation and implementation, and financial operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the administrative and fiscal operations in the Office of the Dean, providing leadership in areas of business financial management.

Manage the allocation of the Dean's resources, organization, and administration of the College's complex fiscal activities.

Coordinate and monitor the annual College budgets, including State, Land Grant, federal, and other contract, and grant funding. Ensure accuracy in budget preparation and monitoring for salaries, indirect cost rates, services and supplies, and cost sharing.

Reconcile College budgets and accounts with the University's financial records and compare actual expenditures against approved budgets on a regular basis.

Advise and assist department chairs, College administrators, Land Grant administrators, faculty, and professional staff in a variety of matters pertaining to their human resources, fiscal, and administrative affairs.

Responsible for managing the College's cash handling practices, as well as the reconciliation and distribution of monthly credit card revenue for cost centers and fee-based programs.

Oversee the supervision, hiring, and training of departmental administrative staff, and through them ensure the delivery of efficient administrative support, timely and cost-effective use of administrative and financial systems.

Work collaboratively with other business managers on funding for joint positions and initiatives.

OTHER DUTIES AND RESPONSIBILITIES:

Assist staff with personal computers, printers and word processing, database management and spreadsheet software.

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, word processing, database management, and spreadsheet software. Peoplesoft HR and Peoplesoft Financials modules.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, accounting, finance, management, or a related field; Minimum of three years of experience in a business/financial management role in a complex setting; Demonstrated experience with budgets, fiscal procedures, and general accounting skills; Demonstrated computer skills (i.e., word processing, spreadsheets, databases and email and web-based systems such as Peoplesoft); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to plan and oversee work on a variety of fiscal projects involving complex data sets; Demonstrated experience working in an environment with complex policies and procedures; Demonstrated supervisory experience; and Demonstrated ability to work with diverse groups/populations.

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