

Job Code:..... 100180
Position#: . (PSA) . (E)
Developed by:.....JC
Reviewed by:.....DLJ_
Approved by:.....LK
Date:.....03/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Business, Institute for Immunology & Informatics (iCubed)
DIVISION: Academic Affairs (CELS / iCubed)
REPORTS TO: Research Professor and Director Institute for Immunology & Informatics (iCubed)
DIRECTLY SUPERVISES: Support Staff and Students
GRADE: 12

BASIC FUNCTION:

Responsible for all business functions at the iCubed. Plan and maintain fiscal budgets. Manage grant submissions. Serve as a member of iCubed's management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implement and sustain business systems to fulfill the mission and goals of the Institute efficiently and effectively.

Uphold a sustainable business model for the iCubed.

In consultation with Director and Principle Investigators (PI), prepare the Institute's budgets for review and approval.

Track and report budgeted vs. actual expenditures and encumbrances for all Institute accounts, including: research grants, foundation, conference and department overhead.

Track and report budgeted vs. actual revenues against approved budgets on a monthly basis.

Oversee the reconciliation of project budgets and accounts with the University's financial records.

Oversee purchasing and facilities management.

Maintain all financial records, personnel records, etc., for overall institute, grants and sub-contracts.

Oversee and ensure the timely preparation of personnel and payroll forms.

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Relay information regarding University policies to project staff.

Maintain confidential personnel information on all staff to determine fiscal commitments.

Train, assist and support faculty, support staff and students in business functions.

Supervise designated professional and administrative support staff and student workers with budget, financial, personnel and purchasing responsibilities.

Assist PIs in the preparation of budgets for grant requests and in securing outside funding.

Provide support to the Division of Research and Economic Development in ensuring compliance with prescribed federal, state, and institutional policies and procedures, including: adherence to generally-accepted accounting principles.

Prepare reports to track strategic accomplishment.

Coordinate on-site training programs and conferences.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the PI in business-related activities within the University and with outside agencies, as appropriate.

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; Cayuse.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, accounting or a related field; Minimum of three years demonstrated experience in business management, budgeting and/or budget tracking; Demonstrated computer proficiency with word processing, spreadsheets, databases, email and web-based systems such as PeopleSoft and Cayuse; 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.

PREFERRED: Demonstrated experience in Cayuse and PeopleSoft; Demonstrated advanced Excel skills; and, Demonstrated experience in academic setting.

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