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UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Assistant Director, Memorial Union/Fiscal  
**DIVISION:** Student Affairs  
**REPORTS TO:** Director, Memorial Union/Student Activities  
**GRADE:** 12  
**SUPERVISES:** Assistant Business Management Officer, Assistant Administrative Officer, Four Fiscal Clerks, Student Managers, Student Employees.

**BASIC FUNCTION:**

Supervise all financial, fiscal and purchasing matters for the Memorial Union/Student Activities and Student Senate. Advise and counsel department directors, supervisors and student organization officers in fiscal planning and development. Engage in audit and research functions necessary for computerized accounting within the Memorial Union/Student Activities and Student Senate. Produce Memorial Union's monthly statements. Provide organizational counseling for the Student Senate Finance Committee. Oversee the Student Personnel Office and nonfood/beverage retail operations run by the Memorial Union. Responsible for coordinating staff in accounts receivable, accounts payable and cash reconciliations in a partnership with the URI Bookstore.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Overall responsibility for preparation and implementation of the Memorial Union/Student Activities annual budget of approximately three million dollars with the concurrence of the Director and staff.

Train, supervise and review the work of employees engaged in the maintenance of financial accounts and fiscal reports.

Responsible for the work of the accounting office staff's maintenance of various records and ledgers such as: inventory, employee time cards, purchase orders, payment orders, payroll vouchers, invoice vouchers, fiscal reconciliation, staff/student payroll and other types of records used by the Memorial Union.

Responsible for the implementation, management and supervision of the accounting computer function which includes providing direction for computer programming and check writing, purchase requisitions, three bank reconciliations, expenditure reports, financial statements and Box Office activity.

Train student officers in budget preparation, record keeping, supervision of other students, and the updating of the finance handbook.

Day-to-day inputting in conjunction with the Assistant Business Management Officer. Revise customized report writer for new reporting information.

Conduct internal audits for seventeen cost centers.

Provide monthly analysis between Memorial Union statements and those provided by the University.

Responsible for the preparation of the annual budget and mid-year review for the Memorial Union/Student Activities in conjunction with the Director. This includes preparation of two formats: one in the state format and one divided into eighteen cost centers. Consult with area supervisors to prepare individual cost center budgets.

Attend state finance sub-committee and Board of Higher Education meetings as directed.

Oversee and supervise the expenditures of funds as planned for in the annual budget.

Provide accounting assistance in a partnership with the URI Bookstore and oversee staff to accomplish daily, monthly and annual work load. This includes reconciliation of daily cash, billings, credit statements and accounts payable with the Bookstore's computer systems and the University's Financial Records System (FRS). Provide assistance during peak business periods. Update current procedures to conform to the University's requirements.

Coordinate annual internal inventory with the Assistant Administrative Officer. Provide reports to the Memorial Union and updates to the University.

Provide a cash flow analysis to project year-end results.

Responsible for monthly cash reconciliations.

Supervise the time keeping and personnel information function of approximately 200 students and 40 staff employees and their bi-weekly reports.

Oversee all Memorial Union nonfood/beverage retail operations.

Research and analyze present operating procedures and recommend changes based on information obtained and evaluated in conjunction with the University Controller.

Oversee the student personnel office which handles all applications, job classifications and grievances for Memorial Union student employees.

Provide relevant and up-to-date budget and fiscal information necessary for important administrative decisions by the professional staff.

Overall responsibility for the Student Senate budget and allocation to 80-90 student organizations totaling approximately \$600,000 and current cash assets in excess of \$1 million. Provide instruction to approximately 170 student officers (Presidents and Treasurers) in how to prepare budgets, account for expenditures, record keeping, preparation of forms and understanding of the accounting system.

Responsible for overseeing the work of the Senate Accounts fiscal clerk in maintaining various records and ledgers such as: purchase requisitions/orders, payment orders, deposits, monthly budget versus actual reports, bank statements and other state forms.

Update and revise, on a yearly basis, the finance handbook and schedule a meeting to instruct student officers on how to maintain accounts and adhere to established procedures.

Responsible for long and short term investments of one million dollars.

Conduct internal audits on a monthly basis.

Be available to meet with students to answer questions and provide assistance to their organization.

**OTHER DUTIES AND RESPONSIBILITIES:**

Provide worksheets and assistance for annual audits by outside accounting firm.

Periodic attendance at activities which deal with student organization budgets and finance handbook.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management, spreadsheets and accounting software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

B.S. required, with at least 5 years of experience administering a comprehensive accounting department; master's degree in accounting preferred. Experience at the professional level in higher education with a focus on student personnel, student development or related

field is preferred. Computer-related experience required in spreadsheets and accounting software. Excellent interpersonal, verbal and written communication skills required.

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