

Job Code:.....1001251  
Position #: (NUNC)... (E)  
Developed by:.....SB  
Reviewed by:....SG; LK  
Approved by:.....LK  
Date:.....07/05

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

**TITLE:** Associate Director, Controller's Office/Financial Systems  
**DIVISION:** Administration and Finance (Controller)  
**REPORTS TO:** Associate Controller  
**GRADE:** 16  
**SUPERVISES:** Professional, technical, and clerical support staff

**BASIC FUNCTION:**

Act as lead functional financial position to coordinate with the University Computing System Department as it relates to implementation, upgrades, maintenance, and data integrity. Maintain management and operational responsibility for all PeopleSoft Financial modules. Responsible for all facets of software support for General Ledger, Accounts Payable, Budgeting, Commitment Control, Grant and Contract Accounting, Billing and Receivable, Purchasing and Fixed Assets. Manage resources across PeopleSoft Financial modules for all university projects. Lead cross-organizational team and perform Project management role which includes resource management, scope and schedule.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Act as a liaison between the University Computing System Department and the Controller's Office for financial systems support. Develop consistent software strategy for financial desktop solutions and advise management of the financial and operational impacts of change initiatives. Recommend and develop processes to consolidate accounting operations where appropriate technology and resources are made available.

Develop and monitor accounting principles and procedures to support well-controlled accounting operation and financial systems. Ensure that state and federal regulations are incorporated in fiscal policies. Monitor and assess financial operations and procedures to ensure compliance with University business and financial operational policies.

Responsible for managing projects, maintenance, upgrades, and enhancements of the PeopleSoft Financial Administration software applications, including GL, AP, Budgets, Grant Accounting, Purchasing, and Fixed Assets.

Coordinate with the University Computing System Department to develop strategies and plans for implementation, upgrades, and functionality enhancement. Participate as a member of the PeopleSoft Project Team in developing the interfaces, upgrades, and process flows between all departments and functional areas.

Coordinate the priorities with the PeopleSoft Program Director including scheduling of all outstanding work and upgrades. Work with the Manager of Application Development in UCS to establish resource requirements and priorities for financial system projects or programs.

Coordinate the implementation of financial systems including workflow process to provide exceptional service and ensure that services and systems are meeting the needs of users.

Report to the Controller's Management Team to ensure that operational objectives are met and that personnel resources are properly allocated and supervised. Work with the Controller's staff to ensure that the training programs designed and developed meet the services and University requirements.

Monitor, track and report on project progress, deliverables and quality assurance. Ensure that all affected parties receive a continuous stream of timely and accurate communications regarding the project as well as how and when it will impact them. This includes the entire University community - faculty, staff and students.

Define the security access, coordinate the testing of all eCampus updates and fixes, maintain test scripts, and maintain production set-up tables and production schedules.

Develop business requirements with the functional and technical managers to ensure that they are successfully implemented on time and within budget.

Responsible for managing the personnel activities for all staff under direct supervision.

Work with Controller's staff to implement the concept of self-directed work teams. Develop and implement a comprehensive cross training program. Develop and coordinate training class for University community for financial administration system.

Provide PeopleSoft query and report support for financial administration schedule.

**OTHER DUTIES AND RESPONSIBILITIES:**

Convene team meetings to review progress and share information.

Lead training sessions for new or enhanced functionality or process flows.

Perform other duties as required.

**TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in Business, Finance or Accounting; Minimum of ten years of progressively increasing management experience in financial areas; Minimum of five years of experience implementing financial administration as a project manager or implementation specialist; Demonstrated ability to communicate effectively with students, faculty, and staff; Demonstrated ability to provide student and faculty centered services in a University environment; Demonstrated organizational skills; Demonstrated ability to plan and implement technological change; Demonstrated analytical skills to anticipate problems and identify solutions as related to data processing systems; Demonstrated experience in process re-engineering, process design & implementation and process mapping; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** CPA; Minimum of ten years of progressively increasing management experience in financial areas in a higher education environment; and, Demonstrated knowledge of Structured Query Language (SQL) and ERP Software tools.

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