

Class Code:.....0307
Position #: (NUNC).... (E)
Developed by:.....RP, TB
Reviewed by:.....SG
Approved by:.....LK
Date:4/95,6/97,11/01,05/05
6/09, 7/15, 10/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Athletics/Business & Personnel

DIVISION: Athletics

REPORTS TO: University Controller (for institutional fiduciary compliance)
Director of Athletics (for day-to-day operations)

GRADE: 14

SUPERVISES: Professional, technical and administrative support staff

BASIC FUNCTION:

Responsible for the fiscal planning, budgeting and monitoring for the entire Athletics Department, including managing the fiscal controls and business operations. Provide fiscal oversight for the ticket office and manages and supervise the equipment room operations. Serve as financial and human resources liaison for the Athletic Department to appropriate University departments and external organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and implement the long- and short-term fiscal plans for discussion with the Athletic Director and staff. Forecast, prepare and monitor budgets to support plans. Develop monitoring tools and reports, and install controls.

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.

Manage the fiscal operation of the Ticket Office, including: Reviewing the ticket operations to ensure ticket revenue is accurate; Liaison to Spectra Venue or other outside management for the Ryan Center.

Monitor the athletics grants-in-aid and letters of intent program.

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

Monitor and provide information for fundraising accounts in cooperation with the Alumni Association.

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

Develop and implement systems, policy, procedures and controls to support the Athletic Department's financial operations. Attend University Controller's senior management staff meetings as requested.

Develop and manage policy for billing and collections procedures within the Athletic Department.

Serve as liaison to the Office of Information Technology Services, Controller's Office, Budget Office, Office of Human Resources, Alumni Association, Risk Management, audit staff and other associates in the Athletic Office.

Sport Administrator for various programs assigned by Director of Athletics. Serve as liaison with the Dean of Students office regarding all student athlete code of conduct issues. Serve as liaison with Human Resources and/or outside investigators on any student athlete or employee complaints made against staff and coaches.

OTHER DUTIES AND RESPONSIBILITIES:

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Represent the University at all appropriate conferences, A-10, NCAA, and professional meetings.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

CMA, CPA preferred; personal computers, printers; Microsoft Office and database management software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in accounting, business administration, finance or related field; Minimum five years of experience in managing a complex accounting and business management operation; Demonstrated experience in budgeting and expense analysis; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communications skills; Demonstrated supervisory skills; Demonstrated Microsoft Office Suite computer skills; Demonstrated experience in database management and word processing software; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum five years of experience in managing a complex accounting and business management operation in Division 1 Athletics Program or Professional sport franchise.

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