UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Financial Administration/Facilities Operations

DIVISION   Administration and Finance (Facilities Operations)

REPORTS TO: Director, Facilities Operations

GRADE: 15

SUPERVISES: Support Staff

BASIC FUNCTION:

Responsible for the fiscal management of the Asset Protection Program for the University of Rhode Island. Oversee and coordinate all phases of financial administration information, technology and Central Stores Operations Department, including financial planning and financial reporting systems. Responsible for all management information systems, including Facilities Center, PeopleSoft, and other resident databases, and for the technology necessary to support them. Responsible for the operation and management of the University of Rhode Island's Central Stores Operations Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee all phases of the financial administration of the Facilities Services Department, including budgetary, expenditure control, financial planning and program evaluation. Evaluate existing departmental operations/programs and develop plans for their expansion, modification or elimination in view of changing needs and the availability of funds. Supervise the control and budgetary reports, and conduct cost analysis surveys of various departmental operations/programs with recommendations for reducing costs; supervise billings and reimbursements.

Coordinate the development of special reports in response to inquiries concerning the Facilities Service Department.

Oversee the Department's business operations and supervise fiscal staff.

Oversee the Department's IT operations and supervise IT staff.

Oversee the Facilities Services Central Store Operations and supervise the Central Store staff. Provide stores support to all University departments. Responsible for HRL Central Stores operation, inventory, storage, sale and management of materials and supplies. Establish billing process. Ensure supplier/vendor contracts are in place. Manage affiliated budget processes.

Research and recommend planning and developing systems in accordance with standards for effective administrative and fiscal management, including fiscal and staffing requirements; monitor variances to the departmental budget, analyze the cause(s) and implement the necessary adjustments.

Evaluate management methods and procedures to ensure their effectiveness and efficiency in attaining objectives, and to recommend future plans and budget allocations based on the evaluation.

Act as Facilities P-Card Administrator. Oversee the operation for each department in Facilities to ensure the integrity of the P-Card system. This includes review, approval, tracking, compliance, reconciliation and reporting.

Oversee and be responsible for IT operations, including: the establishment of criteria for security and privacy requirements; the establishment of standards and specifications for hardware and software products; the assurance of compatibility and cost effectiveness of the system.

Conduct special financial reviews for the verification of facts in cases where non-compliance with State laws and/or University regulations is in evidence.

Responsible for financial oversight of the University's utilities budget and accounts. Oversee budget operation of URI President's House and Fascitelli Wellness Center. This includes budget preparation, forecasting, variance analysis, expenditure monitoring and reporting, requisition & invoice approval.

Maintain fiscal responsibility for the Asset Protection Program and collaborate with the Asset Protection Committee in the development and implementation of the University's five-year asset protection plan. Additionally, provide program monitoring and reporting, as well as budget and account reconciliation/auditing. Oversee program budget for Personal Protective Equipment (PPE) and manage PPE inventory.

Oversee the University's land leases and rental property to include contract negotiations, implementation, and monitoring.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise professional, technical and clerical staff.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software; Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook, Facility Center (CMMS).

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, public administration, or accounting; Demonstrated employment experience in a highly responsible administrative position involving significant financial management responsibilities; Demonstrated knowledge of the principles, practices and procedures of program development and fiscal management; Demonstrated ability to incorporate practices of business administration and fiscal management;

Demonstrated ability to evaluate existing operations/programs and to develop plans for their expansion, modification, or elimination; Demonstrated knowledge of the principles, practices and techniques involved in operating a financial reporting system; Demonstrated ability to evaluate the effectiveness and efficiency of the operation of financial reporting systems or related services; Demonstrated ability to prepare and submit reports, studies and analyses relating to such services for use by a superior; Demonstrated ability to establish effective working relationships with other university departments, governmental agencies, and with private vendors; Demonstrated knowledge of computer hardware and software; Demonstrated knowledge of computer systems; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree.

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