

Job Code:...100389-2022
Position #: (NUNC) 6828 (E)
Developed by:.....TEP
Reviewed by:.....DLJ
Approved by:.....DES
Date:09/92; 05/98, 01/01,
11/03;03/04;07/17; 11/19;
07/2020; 01/2022

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Vice President, Financial Operations and Controller
DIVISION: Administration and Finance
REPORTS TO: Vice President for Administration and Finance
GRADE: 18
SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Reporting to the Vice President for Administration and Finance, the Assistant Vice President for Financial Operations and Controller plays a pivotal and strategic role managing the financial operations of the University and ensuring the safety and soundness of the institution. This position influences business operations across the University by focusing on operational efficiency, transparency, and collaboration.

This position provides strategic leadership to University Divisional and Departmental leaders and business managers by providing and analyzing financial data to assist University leadership and managers in decision-making processes and by ensuring that business operations align with institutional objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee Accounting, Financial Reporting (including accounts receivable, financial statements, student loans, and cash reconciliation), Payroll, Sponsored & Cost Accounting, and the PeopleSoft Enterprise Financial System. Serve as liaison with Enrollment Services, which includes the Bursar function.

Design, implement, and maintain general and cost accounting systems at all institutional levels, including enterprises, auxiliaries, extensions, and branches, to systematically and properly record financial activities that provide reliable, auditable financial data. Provide training on these systems.

Design, implement and maintain a system of internal controls for business operations across the University to ensure compliance with federal and state regulations as well as University policies. Provide training on these controls.

Prepare financial reports to satisfy federal, state, and higher education requirements.

Oversee general ledger, fixed-asset system, all treasury functions, and year-end audit.

Negotiate the University's indirect cost reimbursement rate for sponsored research.

Maintain currency regarding changes in regulations as well as best practices from professional bodies of authority such as FASB, GASB, and federal agencies (e.g., OMB Uniform Guidance).

Maintain appropriate relationships with internal and external auditors and institutional investor and financial public relations programs.

Manage a large staff of both union and non-union workers.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Enterprise financial systems, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: CPA license or MBA, Master's in Accounting, Public Administration, or other related field; Ten years' experience in accounting with progressive management experience in a complex setting, with five of those years organizing and coordinating support staff; Experience with sponsored research accounting, federal contracting, complex grant management, or other similar federal or state programmatic financial management and reporting experience; Demonstrated success in inculcating a customer service orientation and ethic within staff; Demonstrated ability to clearly communicate complicated financial issues verbally and in writing to all levels within and outside of the organization; Extensive demonstrated experience with enterprise financial systems, database query tools, and spreadsheets; Experience in designing, implementing, and evaluating internal control systems; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in a large research university; Proficiency with data visualization software; and, Organizational leadership skills.

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