

Job Code:100396
Position #: (NUNC) (E)
Developed by:JWV
Reviewed by:.....DLJ
Approved by..... AMC
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Business Services/Finance and Administration

DIVISION: Administration and Finance

REPORTS TO: Assistant Vice President, Business Services

GRADE: 14

SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Supervise all financial, fiscal, and administrative matters for the Office of the Assistant Vice President of Business Services. Advise and support the Assistant Vice President and all Business Services Directors with fiscal planning, budget development, financial operations, and human resource administration for their departments. Assist in the development and implementation of strategic initiatives for all of Business Services. Support the Assistant Vice President, Director of Capital Projects, and Director of Campus Planning & Design in the management of all Capital funding and financing,

ESSENTIAL DUTIES & RESPONSIBILITIES:

Supervise and coordinate financial matters pertaining to the administration of the Office of the Assistant Vice President of Business Services and all Business Services departments, interfacing with other appropriate University departments and outside organizations, including the Vice President of Administration and Finance, Budget and Financial Planning, Controller's office, State Budget Office, and the Council on Postsecondary Education.

Responsible for the review and reconciliation of all Business Services revenue and expense budgets and funding, including, but not limited to, general operating, overhead, sponsored research administration, RICAP, General Obligation bonds, and Rhode Island Health and Educational Building Corporation bonds,

Review, monitor, and approve all fiscal and budgetary submittals for all Business Services departments. Advise the Assistant Vice President on any potential funding or financial issues, recommending and/or implementing resolutions as required.

Responsible for the reallocation of funding resources among Business Services departments as required to meet strategic initiatives within Business Services and the Division of Administration and Finance.

Assist department Directors and their staff with financial and administrative issues, providing guidance and direction, ensuring compliance with federal, state, institutional and divisional policies and procedures. Implement workflow, policy and/or procedural changes based upon research and analysis.

Review, monitor, and approve all personnel action items for all Business Services departments. Monitor and track all Business Services departments positions, including vacancies and turnover projections. Monitor the activities of all Business Services departments for the purpose of identifying or anticipating human resource or administrative issues, initiating or recommending corrective action as needed. Advise the Assistant Vice President regarding any organizational or personnel management issues or circumstances as they arise.

Assist the Director of Capital Projects and staff in resolving potential budgeting and funding issues for all major capital projects. Serve as the liaison between Capital Projects, Budget & Financial Planning, Purchasing, and the Controller's Office in resolving major capital project budget and procurement issues as needed, Monitor and reconcile major capital project budgets and funding sources with the Office of Capital Projects, Peoplesoft Project Module, PeopleSoft Financial System, and the State's RIFANS system.

Responsible for the coordination of and oversight on all non-Business Services funds brought to projects being managed by the Office of Capital Projects. Coordinate funding contributions made by non-Business Services departments with Budget & Financial Planning and the controller's Office. Review and audit all non-Business Services fund payment applications processed by the Office of Capital Projects prior to submittal to Accounting.

Serve on the Asset Protection Committee, assisting with the development and implementation of the annual and Five-Year Asset Protection plans. Assist with the development of the annual Capital Improvement Plan submission to the Council on Postsecondary Education.

Review, approve, and monitor all university-wide utility and insurance budget submittals and projections, including those for Auxiliaries and Enterprises. Develop budgetary submittals for all University debt service obligations, asset protection, and building rentals. Respond to requests for information from the Council on Postsecondary Education, State Budget Office, and/or other state and federal organizations.

Supervise fiscal, clerical and other support staff as required; oversee the preparation and processing of both routine and important/complex correspondence.

OTHER DUTIES AND RESPONSIBILITIES:

Assume responsibilities for special projects as assigned.

Attend Strategic Budget & Planning Council meetings in order to identify and evaluate any potential impacts to Business Services funding or operations.

Serve as assistant to the Assistant Vice President, Business Services and all Business Services Directors for various reports and ad hoc projects. Develop reports, analyses, and presentations in support of fiscal, capital, human resource, administrative and operational matters as required.

Represent the Assistant Vice President as required to University staff and outside organizations, such as the State Budget office and URI Board of Trustees.

Perform additional duties as required,

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, scanners, word processing, database management and spreadsheet software. Microsoft Office and Access.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, finance or related field; Minimum of five years of progressively responsible experience in a financial or business management position; Demonstrated experience in developing budgets, accounting, bond reconciliation, and in other appropriate financial procedures; Demonstrated mathematical, analytical and problem solving skills with financial modeling experience; Demonstrated strong computing skills and knowledge of computerized budget systems (i.e. Microsoft Office and Microsoft Access, and web development and administrative systems (e.g., PeopleSoft, Oracle, Banner)); Demonstrated ability to use and adapt spreadsheets, databases, and internet; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports and to make recommendations concerning the substance of the studies and reports; Demonstrated strong administrative, organizational and strategic planning

skills; Demonstrated ability to work independently; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree. Minimum of five years of progressively responsible experience in a financial or business management position in a university, college, government, or similar setting.

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