

Class Code:.....0431  
Position#:(NUNC).....  
Developed by:.....MC  
Reviewed by:.....SG  
Approved by:.....LK  
Date:.....05/12

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Business Analyst, President's Office  
**DIVISION:** President's Office  
**REPORTS TO:** Senior Assistant to the President  
**GRADE:** 10  
**SUPERVISES:** Student Personnel

**BASIC FUNCTION:**

Responsible for assisting the Senior Assistant to the President in operational and financial matters pertaining to the administration of the President's area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate financial matters pertaining to the administration of the Office of the President with other appropriate University departments and with the Office of Higher Education. Assist the Senior Assistant to the President in the development and management of the President's budget, and in office procurement and office management.

Receive, file and review all financial status reports as required. Research and compile information and make recommendations required for use in impact statements and analyses, presentations, meetings and decision making. Prepare and report project budgets, business plans and cash flow analysis using computer-based financial models. Forecast long-term trends and update projections after consultation with the Senior Assistant to the President.

Assemble necessary information and assist in the preparation of annual budgetary requirements for the President's budget. Provide monthly briefings of accounting and financial status to the Senior Assistant to the President.

Reconcile budget and accounting records of various chartfield strings to insure proper utilization of allocated budget funds. Serve as assistant to the Senior Assistant to the President and all departmental office staff for various reports and ad hoc projects.

Draft complex budget documents and correspondence for the Senior Assistant to the President.

Prepare Power Point presentations and other reports using spreadsheet software, particularly Excel. Assist with compiling data for these and

other presentations.

Responsible for obtaining information and recommendations relating to specific problems, activities, or policies.

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

Handle information of a sensitive and confidential nature.

Serve as liaison to all customers.

**OTHER DUTIES AND RESPONSIBILITIES:**

Provide Web-based development, maintenance and training to the staff in the President's Office.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; a minimum of three years' higher education experience in a complex staff support position with responsibility for budgets, and which includes experience with business tracking systems and preparation of year end reports; experience using Microsoft Office, including spreadsheet applications, PowerPoint, and Word; experience using graphics and presentation software to create complex and in-depth presentations and reports; experience with Adobe Creative Suite, including Web design; demonstrated ability to understand budgetary concepts; experience preparing cash flow projections; strong mathematical and analytical skills; strong interpersonal skills and ability to communicate effectively verbally and in writing; demonstrated ability to organize, coordinate, and supervise staff; demonstrated ability to coordinate complex management tasks, to work independently, and to balance multiple priorities; ability to interpret institutional policies, plans, objectives, rules, and regulations, and to communicate the interpretation to others.

**PREFERRED:** Three years' work experience with financial and human resource systems (e.g., Oracle, PeopleSoft).

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