

Job Code:100438
Position#: (PSA)(E)
Developed by:DP
Reviewed by:SG
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, ITS/Business Operations
DIVISION: Academic Affairs
REPORTS TO: Chief Information Officer (CIO)
GRADE: 12
SUPERVISES: Support staff, student employees as needed

BASIC FUNCTION:

Responsible for all business functions of ITS and for providing consolidated financial reports and budgetary advice to the CIO regarding the fiscal status of the ITS department. Plan and direct fiscal operations and strategy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee business functions of ITS. Maintain prospective and retrospective records of all service contracts, office supply inventories and routine purchases. Prepare contracts for various services, e.g., equipment leases and service agreements.

Confer with ITS directors and managers relative to personnel needs and issues related to the budgetary process. Supervise staff and student workers.

Supervise preparation of personnel forms, the payroll operation, including time approval for internal payroll, appointment of graduate students and student help, tracking personnel forms and relaying information regarding University policies and deadlines to the appropriate ITS staff.

After consultation with the CIO, department directors and principal investigators, prepare the departments' budgets for the CIO's consideration and approval. Assist ITS directors and the CIO in long-range budget planning, projections, forecasting, and budget redistributions as needed.

Prepare reports for the CIO and ITS directors of all accounts, both revenue and expense, as needed.

Secure financial data from all sources related to expenditures and income. Reconcile ITS budgets with University accounts and records.

Track and develop budgets, and compare with expenditures and encumbrances for all ITS accounts including unrestricted funds, revenue accounts, contracts, and Foundation accounts.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as assigned by the CIO.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years' experience working in a fiscal management function, including budgeting and budget tracking; Demonstrated computer proficiency with word processing, spreadsheets, and email; Demonstrated experience working with Excel spreadsheets including charts, formulas, at least hundreds of rows, dozens of columns, and ten or more tabs;; demonstrated experience working with budgets of \$5 million or more; Demonstrated experience processing purchase orders; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated attention to detail, especially with regard to numbers; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience working in a university environment; Demonstrated experience using PeopleSoft Financials and Human Resources modules; Demonstrated experience working with state and public university purchasing systems; Demonstrated experience working in an environment with complex state and university fiscal rules and regulations; Demonstrated experience processing hardware and software maintenance contracts; Demonstrated experience overseeing work on a variety of fiscal projects; Demonstrated experience planning and organizing large amounts of data; Demonstrated experience initiating and undertaking new initiatives; Demonstrated experience processing personnel actions; Demonstrated experience working in Information Technology; and Demonstrated familiarity with Google Apps for Education.

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