

Job Code:... 100500-2021
Position #: (NUNC).... (E)
Developed by:....TEP; AR
Reviewed by:....RHL; LK
Approved by:....OK; AMC
Date:4/92;4/96;4/04;11/26/21

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Vice President, Financial Strategy & Planning
DIVISION: Administration and Finance (Budget & Financial Planning)
REPORTS TO: Vice President, Administration & Finance
GRADE: 18
SUPERVISES: Professional, technical, and clerical support staff

BASIC FUNCTION:

Serve as a key partner in strategic decision making at the University of Rhode Island by providing budget, financial analysis, projections, modeling, and data analytics services to the President's Executive Council ("leadership". Prepare the University's budget for presentation to leadership, the Board of Trustees, and the executive and legislative branches of state government. Develop in-house allocation of the annual budget to each division, college, and department in accordance with leadership directives. Monitor revenues and expenditures and provide periodic projections of year-end financial status to leadership. Provide analytic support to leadership in optimizing revenue, managing costs, evaluating new programs, and maximizing efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participate in planning sessions with leadership. Organize and execute the University's annual budgeting cycle in accordance with leadership directives and emphases.

Guide the development of highly complex annual budget(s), including specialized financial analysis and modeling and present to leadership for review and approval.

Maintain and enhance the University's analytic budgeting system and develop and maintain a dynamic multi-variate financial model for use in strategic planning.

Analyze college and departmental expenditures and revenues for cost-effectiveness and present findings to leadership and to the respective college and department heads.

Provide studies, financial analysis and data to leadership, the Board of Trustees, the executive and legislative branches of state government, and to others as directed by leadership.

Provide financial analysis support for critical decision-making tools such as long-range operating projections and capital plans, contribution margin analysis and unit/activity benchmarking studies.

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Identify and provide closure on technical financial issues, accounting/budget system issues, budget department or college issues, and University budget issues.

Oversee the professional staff who partner with colleges and divisions to serve as a key resource in strategic financial operational planning at the departmental, college and division level, noting significant trends, changes or variations and their effect on current and proposed work programs and projects; compile and prepare data for use by leadership.

Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.

Ensure financial compliance with University policies and procedures and applicable legal rules and regulations.

Collaborate with University finance leadership to develop financial processes, policies, and procedures.

Interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and higher education managers in academic and other areas.

Produce output in response to both internal and external, as well as competing, deadlines.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in the formulation phase of the institutional budget in such areas as the assessment of validity assumptions, appraisal of work plan projections, evaluation of the adequacy of justification and forecasting of requirements.

Oversee computerized budget systems and identification of budget modifications. Maintain financial control over budgetary allotments of divisions, colleges, and departments within the University.

Prepare and make budget presentations to leadership. Present recommendations concerning the budget to leadership.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, graphics, database management and spreadsheet software; calculators.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in a relevant field; Minimum ten years of progressive experience in management and administration, with five of those years in financial management that includes budgeting, planning, financial modeling, and control techniques; Demonstrated experience with complex financial modeling; Demonstrated ability to identify and solve customer service problems; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability using complex automated financial systems; and, Demonstrated experience in higher education financial management.

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