

Class Code:.....0568
Position#:(PSA).....8478
Developed by:.....SO, LS
Reviewed by:.....SG
Approved by:.....LK
Date:.....04/11

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, GSO/Coastal Resources Center

DIVISION: Coastal Resources Center (CRC), GSO

REPORTS TO: Directors and Principal Investigators, Coastal Resources Center

GRADE: 12

SUPERVISES: Directly supervises Scientific Research Grant Assistants; assists in supervision of Marine Research Specialists

BASIC FUNCTION (CRC):

Provide leadership, strategic planning, and day-to-day direction of the fiscal, administrative, and business functions at the University of Rhode Island's Coastal Resources Center (CRC) at the Graduate School of Oceanography (GSO); and provide oversight and mentoring of the in-country fiscal/administrative staff and functions for the Center's international project field offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee all phases of the financial administration of the Center, including budgetary oversight of its state, overhead, revenue, and foundation funding/accounts, as well as its international programs/accounts in Asia, Africa, and Latin America.

Work with the Center's directors in strategic and financial planning, revenue projection, and fundraising.

Develop complex, multi-year budgets for multi-million dollar proposals for international projects, and produce all supporting documentation required by the donor Request for Proposal.

Serve as the primary liaison with the University's Office of Sponsored Projects Review and the University's fiscal offices (Grant and Contract Accounting, Budget, Controller, Purchasing), and the University's Legal Counsel to identify creative solutions that allow for responding to the needs of projects operating in developing countries, and at the same time adhere to the rules and regulations of the University, the state of Rhode Island, and the donor (primarily USAID for the international projects, but may include other Federal agencies and/or private foundations).

Provide on-going long-distance support to the Center's large, complex international projects that have an in-country office/presence (see below), complemented by in-country, hands-on mentoring and support for these programs.

Lead contract negotiations with international nonprofits, for-profit organizations, universities, and government agencies with which URI-CRC is partnering.

Play a lead role in periodic audits the University may make of the Center's international project accounts.

Direct the Center's administrative/fiscal team in identifying and implementing creative solutions to administrative/fiscal problems that arise from the nature of the Center's work within an academic institution.

Develop and administer Standard Operating Procedures for each office in line with the respective donor, the University, and the relevant country's protocols and policy requirements.

Assist in the recruitment and hiring of in-country business officers and accountants, and once hired, provide in-person, in-country training to these staff in the fiscal, contractual, and reporting requirements of the donor(s), the University, and the laws of the project country.

Assist with a range of fiscal and administrative tasks involved in project start-up that include, but are not limited to: establishing foreign and local currency bank accounts, implementing a human resources/hiring plan that adheres to the labor laws of the country, leasing office space and acquiring other major infrastructure and equipment items (e.g., the purchase of project vehicles), meeting with in-country contractors and with donor staff (e.g., USAID Missions and Bureaus), training fiscal staff and partners regarding the administration of US federal grants and contracts, and conducting internal management audits of the fiscal/business operations of the in-country office.

As necessary, work with the project's in-country Chief of Party, the donor, and associated legal counsel to ensure compliance with the labor, banking, and tax laws of the respective project country.

As appropriate, and with the Chief of Party and/or other project technical staff, meet with in-country USAID Missions/Bureaus funding the project(s) to brief them on project accomplishments.

Play a key role in preparations for the fiscal and administrative aspects of donor-required external audits of the project(s), and in the final year of the project, develop a close-out plan for the project/office, and oversee the in-country implementation of this plan.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise the Center's administrative/fiscal staff at both URI and in-country offices.

Serve as senior business/financial advisor to the Center's staff administering projects undertaken in the US.

Work with the Center's administrative support team to identify and implement improvements to the Center's financial and administrative systems and procedures as necessary.

Perform research, develop plans/procedures, and prepare reports at the request of the Principal Investigators for international projects overseen by this position and/or at the request of the CRC Directors.

Supervise the in-country fiscal reporting that is submitted to the University (via CRC) for accuracy and completeness, and produce reconciliation for forwarding to Grant and Contract Accounting.

At least semi-annually, produce selected reports for the Directors: a salary matrix report, showing projected funding for the current and two subsequent years for "soft" money-funded staff, making recommendations for reallocations of staff time/budget(s); a report on donor-mandated matching funds -- requirements vs. committed dollars to date; and reports on state and overhead funds, budgeted vs. expensed.

Perform other duties as required.

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. However, travel to in-country offices can expose this position to dangerous health conditions that

include poor sanitation, malaria-prevalence, and other diseases common in tropical developing countries.

QUALIFICATIONS:

Required: Bachelor's degree; minimum of five years of professional experience providing fiscal and administrative leadership and support to an organization involved in international development/business, including in developing countries; experience leading/directing administrative/fiscal teams responsible for a broad range of activities related to the management of complex projects that include project field activities, some of which may be run through in-country project offices and/or local partner organizations; experience in developing complex, multi-year, multi-million dollar project and center-wide budgets that include multiple sub-budgets with allocations across various project activity categories, deliverables, and implementing partners; high level of competency using Microsoft Excel to develop complex budgets that rely on the use of linked worksheets, macros and other sophisticated computation functions; experience in contractual negotiations and contract development with international and local non-governmental organizations, universities, government agencies, and the private sector; demonstrated knowledge of OMB compliance regulations regarding fund management; experience working with USAID-funded grants, contracts, and cooperative agreements; experience with database management software such as PeopleSoft, with a focus on its fiscal component; demonstrated experience organizing, coordinating and supervising support staff; excellent verbal and written English communication skills; demonstrated availability to work effectively in a team environment with minimal supervision; experience working with developing country stakeholders across the public, private, and government sectors; ability to travel overseas for multi-week trips on an average of three to five times each year, and to Washington, D.C. for multi-day meetings at least several times annually.

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