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Position#: (PSA) (E) 7084
Developed by:DF
Reviewed by:LK
Approved by:LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, NBC/GSO Business
DIVISION: Academic Affairs (GSO)
REPORTS TO: Director, GSO/Administration
GRADE: 13
SUPERVISES: May supervise technical and support staff and students

BASIC FUNCTION:

Provide general management of all financial and personnel functions of the Narragansett Bay Campus (NBC) and the Graduate School of Oceanography (GSO), including, but not limited to, State, Federal, and private funding sources. Advise and support the GSO Dean's Office in the appropriate generation and use of College resources. Coordinate budget and personnel administration with other University units. Promote the adherence to prescribed Federal, State, and institutional policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and monitor routine business functions for all units within the Graduate School of Oceanography. Interpret and provide advice regarding URI budget, accounting and personnel policies and procedures to faculty, staff and students. Provide training and assistance to support staff as required.

Plan, prepare and present all GSO state and overhead budgets in consultation with the GSO Dean's Office.

Represent the GSO Dean's Office regarding fiscal and personnel activities within the University and with outside agencies, and serve as the Dean's designated signatory for GSO financial and personnel documents.

Serve as the Dean's primary designee for reviewing GSO proposals for consistency and compliance, and for signing them on his/her behalf.

Provide budget approval for all procurement and personnel transactions on all NBC/GSO state, overhead, rate, and URI Foundation funds.

Maintain fiscal and personnel databases for the NBC/GSO. Oversee the reconciliation of budgets and accounts with the University's financial records, and compare actual revenues and expenditures against approved budgets. Report analysis of fiscal year and projection results to the GSO Dean and others responsible for NBC/GSO accounts.

Supervise preparation and processing of personnel and payroll forms, and related operations, including distribution of time cards and paychecks, and maintenance of records.

Serve as custodian for the NBC/GSO imprest checking account, including disbursement of petty cash reimbursements. Receive and distribute travel reimbursement checks.

Compile and maintain reports on GSO faculty and marine scientists' overhead earnings, GSO faculty startup funds, NBC/GSO grant match obligations, and other reports as requested.

Accept and prepare for deposit all private gifts to NBC/GSO programs and endowments, and send out appropriate acknowledgments.

Make recommendations to GSO Academic Affairs Office regarding the amount of private funds available for student awards and fellowships, and process paperwork for distribution of same.

Provide support to the University's Division of Academic Affairs, ensuring compliance by GSO faculty and staff with prescribed Federal, State, and institutional policies and procedures, including adherence to generally accepted accounting principles.

Serve on various NBC/GSO and URI committees as required and/or requested.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as GSO's primary point of contact with regard to upgrades of the PeopleSoft system.

Perform other related duties as assigned by the Dean and/or Director.

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: Master's degree in business or public administration, or a related field; Minimum of four years of increasingly responsible professional experience in complex business/administrative logistical support; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated knowledge of budgetary processes and analyses; Demonstrated administrative and organizational skills; Demonstrated ability to work independently; Demonstrated supervisory experience; Demonstrated experience in use of computer spreadsheet, database, and word processing programs (i.e. Mac, etc.); Demonstrated ability to synthesize complex information and produce reports in a clear, concise manner; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of four years of increasingly responsible professional experience in complex business/administrative logistical support in a university, college, government, or similar setting.

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