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Developed by:.....WB  
Reviewed by:.....DLJ  
Approved by:.....LK  
Date:.....09/87; 02/17

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Manager, College of Arts and Sciences/Business  
**DIVISION:** Academic Affairs  
**REPORTS TO:** Dean, College of Arts and Sciences  
**GRADE:** 13  
**SUPERVISES:** Professional, technical and clerical support staff.

**BASIC FUNCTION:**

Responsible for all business functions of the College of Arts and Sciences (CAS), including budget and finances (all sources of funds). Advise and assist the Dean on matters related to the appropriate generation and use of College resources. Establish business procedures for CAS consistent with University practices and oversee implementation by all departments in CAS. Ensure adherence to prescribed federal, state, and institutional policies and procedures by CAS and departmental staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist the Dean with strategic planning, the annual budget allocation and the position request process.

In consultation with the Dean, prepare the annual CAS budget and mid-year budget review.

Assist the Dean with the administration and expenditure of all CAS funds and generate various reports that can be utilized as decision-making tools.

Reconcile College budgets and accounts with the University's financial records and compare actual expenditures against approved budgets on a regular basis.

Monitor the budgets and expenditures of Federal, State, private and other contract funding.

In consultation with the Dean, develop and process personnel transactions.

Monitor and supervise business functions and staff for CAS departments and business staff in the Dean's Office.

Represent the Dean in conducting CAS business with relevant University offices, including but not limited to: Controller, Purchasing, Budget and Financial Planning, Provost and Human Resources.

Attend weekly meetings of the College leadership team with Dean, Associate Deans and Assistant Deans.

Train and oversee departmental chairs regarding budgets, hiring, purchasing and all other fiscal matters.

Oversee the supervision, hiring and training of departmental administrative staff.

Provide support to Academic Affairs in ensuring compliance by CAS and departmental staff with prescribed federal, state, and institutional policies and procedures, including adherence to generally accepted accounting principles.

Represent the Dean with appropriate University officials on issues involving space and building/grounds.

Work collaboratively with other business managers on funding for joint positions and initiatives.

**OTHER DUTIES AND RESPONSIBILITIES:**

Oversee and exercise fiscal responsibility for College grants and contracts.

Oversee purchases for the College (Office of the Dean).

Act as building manager for the Chaffee Social Science center.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in finance, economics, math, statistics, management, public administration or related field; Minimum of four years' experience in a financial management role in a complex organization; Demonstrated experience with budgets and fiscal procedures; Demonstrated experience with purchasing and accounting; Demonstrated personnel experience; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to make data driven decisions and recommendations; Demonstrated presentation skills; Demonstrated ability to function as part of a team; Demonstrated experience with personal computers (including spreadsheet applications); Demonstrated experience with enterprise resource planning systems (such as: Oracle, PeopleSoft, Banner); Demonstrated attention to detail; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional, state and federal policies, rules and regulations and communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree in finance, business, economics, math, statistics, management or public administration; Demonstrated professional experience with complex business/administrative/logistical support functions in a college, university or government institution; and Demonstrated familiarity with academic administrative procedures.

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