

Job Code: 100634  
Position: (PSA). (E)  
Developed by: .MS  
Reviewed by: .DLJ  
Approved by: . . . .  
Date: . . . . 10/16

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, CELS/Academic Budgets and Programs

**DIVISION:** Academic Affairs (CELS)

**REPORTS TO:** Dean/Director, Associate Deans/Directors, and Associate  
Director, Finance

**GRADE:** 9

**SUPERVISES:** Clerical staff and students, as required.

**BASIC FUNCTION:**

Manage administrative support functions for the College of the Environment and Life Sciences (CELS) academic units (state, overhead, and research funds); including: budget monitoring, compliance and forecasting, development of on-line reporting, and office management.

Assist the Dean/Director, Associate Deans/Directors, and the Associate Director, Finance with the programmatic, administrative, and operational functions of CELS' academic units, Land Grant programs (Rhode Island Cooperative Extension (RICE) and RI Agricultural Experiment Station (RIAES)) and other related research and outreach programs. Prepare and submit state and federal reports, both budgetary and programmatic.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide the Dean/Director, Associate Deans/Directors, and Associate Director, Finance with financial administrative support; including, but not limited to: preparation of annual unit budget requests, analyzing financial data and budget performance reports.

Daily management of CELS' academic unit budgets (state, overhead, fee for service, and cost center accounts). Work with unit department chairs to develop annual budget request and justification. Prepare and present financial statements for state and academic funding. Oversee and supervise the daily spending activity.

Monitor grants, both pre- and post-award. Advise faculty/staff in the fiscal administration of their program awards. Analyze financial data and present financial statements for grant funds and indirect cost returns.

Assist the Dean/Director, Associate Deans/Directors, and Associate Director, Finance in the management of federal budgets (RICE and RIAES capacity grants) and externally funded competitive awards.

Assist the Dean/Director, Associate Deans/Directors and Associate Director, Finance in the preparation and submission of federal, state and internal programmatic reports as directed; including, but not limited to: Stakeholder input reports, RICE and RIAES Plans of Work, and RICE and RIAES Annual Reports.

Manage compliance monitoring, state offset monitoring, and other business and operations functions.

Produce statistical analyses as directed.

Supervise clerical staff and students as required.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing and spreadsheet software and database applications (PeopleSoft.)

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree with major course work in finance, accounting, public or business administration, or other related field; Minimum of three years experience in a complex administrative support position; Demonstrated experience with budget development and management; Demonstrated ability to manage multiple projects and meet deadlines; Demonstrated ability to adhere to internal and external policies and procedures; Demonstrated ability to research, formulate, and present arguments on a variety of administrative and institutional issues; Demonstrated ability to analyze and solve problems (e.g., college practices/procedures/policies to noncompliance with federal and state policy); Demonstrated understanding of generally accepted accounting practices; Demonstrated experience working collaboratively with administrators, faculty, and staff; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated organizational skills; Demonstrated supervisory experience; and, Demonstrated experience with Microsoft Office Suite and database applications.

**PREFERRED:** Demonstrated knowledge of federal granting agencies policies, regulations and reporting requirements; Demonstrated experience in a complex administrative support position, preferably in a higher education environment; Demonstrated experience in a higher education environment working with budget development and management; Demonstrated familiarity with federal funding agencies, such as: USDA, NSF and NIH and, Demonstrated experience with database applications (i.e. PeopleSoft.)

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