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Developed by:.....
Reviewed by:..... .
Approved by:.....
Date:..... . . 1/04

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Pharmacy/Business
DIVISION: Academic Affairs
REPORTS TO: Dean, College of Pharmacy
GRADE: 11
SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for all business functions of the College. Plan and direct fiscal programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

After consultation with the Dean, department heads and principal investigators, prepare the College's budgets for the Dean's approval.

Prepare reports for the Dean and department heads of all accounts, both income and expense.

Secure financial data from all sources related to expenditures and income. Reconcile budgets of the College with University accounts and records.

Maintain prospective and retrospective records of all service contracts, inventories and routine purchases. Prepare contracts for various services, e.g, equipment leases and service agreements.

Assist Dean and PI's in long-range budget planning.

Supervise preparation of personnel forms, the payroll operation, including time approval for internal payroll, appointment of graduate students and student help, tracking personnel forms and the relaying of information regarding University policies to the College's staff.

Maintain confidential personnel information on all employees to determine fiscal commitments.

Confer with department heads and principal investigators relative to personnel needs and problems of individual employees, with an eye to the budgetary process.

Manager, Pharmacy/Business

Page 2 of 3 pages

Assist in the preparation of budgets for grant requests and for securing outside funding resources.

Maintain all financial records, personnel records, etc., for grants and sub-contracts.

Maintain various fiscal/administrative databases for the College.

Oversee the reconciliation of College budgets and accounts with the University's financial records, and compare actual revenues and expenditures against approved budgets on a monthly basis.

Report the analysis of fiscal year and projection results to the Dean, department chairs and others responsible for College accounts.

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

Report monthly, or more frequently if necessary, to the Dean and others with budgetary responsibilities.

Assist in maintaining equipment and facilities either through contractual means or coordination with other University departments. Coordinate service with other departments.

OTHER DUTIES AND RESPONSIBILITIES:

Compile information about cost and labor saving features, storage requirements, new equipment, application to needs, etc.

Represent the Dean in business-related activities within the University and with outside agencies as appropriate.

Assist staff with personal computers, printers and word processing, database management and spreadsheet software, with particular assistance to PeopleSoft inquiries and error messages.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database Management, and spreadsheet software. PeopleSoft HR and PeopleSoft Financial modules required.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

A Bachelor's degree and at least 3 years of experience in a business management function which provides evidence of substantial quantitative knowledge and skills in business management, budgeting and budget tracking required. Experience in a university environment preferred. The following are required: demonstrated computer proficiency with word processing, spreadsheets, databases, and Web-based systems such as PeopleSoft; excellent communication and interpersonal skills; ability to handle details accurately and to plan, communicate and oversee work on a variety of fiscal projects; ability to organize large amounts of data, undertake new initiatives, and to work in an environment with complex policies and procedures; the ability to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others.

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