

Job Code:.....100666
Position #: (PSA).....(E)
Developed by:..... JP
Reviewed by: JVW/KC, LK
Approved by:..... AMC
Date:..... 11/14; 11/19

UNIVERSITY OF RHODE ISLAND
Position Description of Duties

TITLE: Manager, Reconciliation
DIVISION: Administration and Finance (AVP, Facilities)
REPORTS TO: Director, Finance & Administration/AVP, Facilities
GRADE: 12
SUPERVISION: Fiscal and student support staff

BASIC FUNCTION:

Responsible for the management of all aspects of the AVP, Facilities' Business Office daily operations, including preparing, processing, tracking, and monitoring all purchase requisition/purchase order processing, invoice evaluation and processing, and project budget tracking for major capital, medium and small projects. Responsible for the coordination of Business Office activities with other University departments and outside organizations including, but not limited to, Purchasing, the Controller's Office, Capital Projects, Small Projects, Facilities Operations, Planning & Real Estate Development, vendors, and other state agencies. Provide direct supervision of fiscal staff and student workers employed in the Business Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with all Business Office procurement, financial, budgetary, and project reporting requirements as needed.

Assist in the preparation of all procurement activities of the Business Office, verifying that all requisitions include applicable procurement, project and funding information and documentation required by the University and/or State Purchasing.

Serve as the liaison between the Business Office, Capital Projects, Small Projects, Facilities Operations, Planning & Real Estate Development and the University's Purchasing department in resolving procurement issues as needed.

Reconcile all capital, medium, and small projects funding, including General Obligation and RIHEBC bond funds, to the University's PeopleSoft Accounting System; reconcile and track current funding sources, project funding transfers, project budgets, and PeopleSoft PO Accounting Entries to each Purchase Order issued.

Audit invoices, verifying funding sources and reconciling with project budgets. Follow up on delayed or held payments with project managers, vendors, and the Controller's Office as needed.

Reconcile and verify invoice payments, confirm correct funding sources and payment dates, reconciling purchase order balances to PeopleSoft displays and State RIFANS Accounting System.

Assist with the collection and filing of certified payrolls, releases of liens, and other such data required by statute to be held for Department of Labor and Training examination.

Hire, train, and supervise all business office and student worker support staff.

OTHER DUTIES AND RESPONSIBILITIES:

Assist the Director with all fiscal and budgetary matters for all AVP, Facilities departments, including annual operating budgets as needed.

Review present processes and recommend new policies and procedures, as well as efficiencies to be gained within the Department through computer software programs and other mechanisms.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, scanners, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in accounting, business administration, management, or business-related field; Minimum of three years of professional experience in a complex business setting involving purchasing, accounting, and fiscal procedures; Demonstrated working knowledge of university and State procurement regulations and guidelines; Demonstrated knowledge of capital project administration; Demonstrated knowledge of accounting functions and principles; Demonstrated ability to organize large amounts of data accurately, undertake new initiatives, and to work in an environment with complex policies and procedures; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated experience working in a setting demanding a high degree of accountability; Demonstrated computer proficiency with word processing, spreadsheets, databases, e-mail, and Web-based applications and administrative systems (e.g., PeopleSoft, Oracle, Banner); Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communications skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum of three years of professional experience in a complex business setting involving purchasing, accounting, and fiscal procedures in a higher education institution; Demonstrated working knowledge of the state's RIFANS financial system; and, Demonstrated knowledge of state general obligation and revenue bond funding.

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