

Class Code:.....0716  
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Developed by:.....BN; RW  
Reviewed by:.....SG  
Approved by:.....LK  
Date:..5/04: 07/12; 3/15

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Manager, Engineering/Business  
**DIVISION:** Academic Affairs  
**REPORTS TO:** Dean, College of Engineering  
**GRADE:** 12  
**SUPERVISES:** Support staff

**BASIC FUNCTION:**

Responsible for all business functions of the College including the International Engineering Program (IEP). Plan and direct fiscal programs. Serve as a member of the College's management team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

After consultation with the Dean, IEP Executive Director, department chairs and principal investigators, prepare the College's budgets for the Dean's review and approval.

Track College of Engineering asset utilization, including space, and prepare periodic reports to the Dean.

Prepare reports for the Dean, IEP and department chairs of all accounts, both income and expense. Research, compile and analyze 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.

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

Maintain appropriate records and documentation on all College employees to determine fiscal commitments.

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 allocation and overhead funds and expenditures against approved budgets on a monthly basis.

Provide support and liaison to the Provost's Office to ensure compliance by College and departmental staff with prescribed federal, state, and institutional policies and procedures, including adherence to best-practices accounting principles. Serve on College and other University committees as designated by the Dean.

Train, assist, and support department chairs, principal investigators, support staff and others in business functions.

Supervise designated professional and administrative support staff and student workers with budget, financial, personnel, and purchasing responsibilities.

Track budgets vs. expenditures and encumbrances for all College accounts including general revenue funds, research grants and contracts.

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

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform related responsibilities as assigned by the Dean.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management, and spreadsheet software. Training in PeopleSoft HR and PeopleSoft Financial modules will be required.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in accounting or other business/finance-related areas such as finance, statistics, business administration, or related field, or an advanced degree in related field; at least 3 years of demonstrated experience in business management, budgeting and/or budget-tracking; demonstrated computer proficiency with word processing, spreadsheets, databases, e-mail, and Web-based systems such as PeopleSoft; demonstrated strong oral and written communication skills; demonstrated strong interpersonal skills; demonstrated ability to plan and oversee work on a variety of fiscal projects involving complex data sets; demonstrated experience working in an environment with complex policies and procedures; demonstrated supervisory experience; demonstrated ability to work with diverse groups.

**PREFERRED:** Professional experience in a university environment.

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