

## UNIVERSITY OF RHODE ISLAND

### Position Description

**TITLE:** Executive Business Analyst, Administration and Business Services

**DIVISION:** Business and Finance (Business Services)

**REPORTS TO:** Assistant Vice President for Business Services

**GRADE:** 15

**SUPERVISES:** Professional, Technical and Clerical Support Staff

#### **BASIC FUNCTION:**

Provide staff assistance, policy, and issues research in support of the Assistant Vice President for Business Services and Vice President of Administration and Finance. Support the Business Services financial reporting infrastructure to assist department directors in the coordination and operation of related activities and programs. Develop and implement business plans, and provide support for contract development efforts.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist the Assistant Vice President for Business Services and the Vice President for Administration and Finance as directed. Provide in-depth research on special topics affecting Administration and Business Services and report on recommendations and findings.

Research new revenue-generating services and activities, and develop plans and procedures to process requests for implementation.

Provide technical and administrative support in the preparation of the Capital Improvement Program.

Support the development of business plans and revenue and expense projections required to inform and evaluate real estate transactions, capital project financing, and cost centers.

Represent Business Services in coordinating access to records and the development of responses when audits are conducted with regard to Business Services operations and/or areas within the responsibility of Business Services.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Assist Division of Business and Finance department directors and staff in the assessment of their operational effectiveness and efficiency.

Interpret service and procurement requirements and develop "Requests for Proposals" regarding procurement specifications to advance special projects and commitments that serve the University and its operations.

Research, coordinate and develop draft agenda items and associated documentation for consideration and action by the Board of Education. Coordinate with the Board's staff on operations and financial subject matters.

Represent the Assistant Vice President for Business Services as requested.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, calculators; word processing, graphics, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in business administration, finance, education administration or related area; Minimum of five years of progressively responsible experience in public finance and budgeting, at least three years of which is in a higher education setting; Demonstrated experience with capital development and revenue bonding requirements; Demonstrated experience using planning and programming systems and budgeting systems; Demonstrated experience using evaluation systems and management information systems; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree in business administration, finance, education administration, or related field; CPA.

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