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Developed by:.....BC  
Reviewed by:.....DLJ  
Approved by:.....LK  
Date:.....04/2017

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

**TITLE:** Manager, Business, Rhode Island IDEA Network for Excellence in Biomedical Research (RI-INBRE)

**DIVISION:** Academic Affairs (COP/INBRE)

**REPORTS TO:** Program Director for Rhode Island IDEA Network for Excellence in Biomedical Research (RI-INBRE)

**GRADE:** 11

**SUPERVISES:** Professional and administrative support staff, graduate and undergraduate students

**BASIC FUNCTION:**

Responsible for all business functions at the RI-INBRE. Plan and maintain fiscal budgets. Manage grant data and progress reports. Serve as a member of RI-INBRE's administrative team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Implement and sustain business systems to fulfill the mission and goals of the RI-INBRE efficiently and effectively. Uphold a sustainable business model for the RI-INBRE.

In consultation with the Program Director, prepare budgets for review and approval.

Track and report regularly budget vs. actual revenues and expenditures for all RI-INBRE accounts including grants, subcontracts, events and overhead on a monthly basis.

Oversee the reconciliation of project budgets and accounts with the University's financial records.

Oversee grant and purchasing management at all RI-INBRE affiliated institutions. Manage all fiscal aspects of the Program including, but not limited to, the creation of a Dean's Pledge, signature authorization forms, Pcard approvals, purchasing approvals and creation of orders, budget transfers, travel authorizations and approvals, invoicing, and the hiring and tracking of in house payroll.

Maintain all financial records, personnel records, etc., for overall RI-INBRE and sub-contracts.

Oversee and ensure the timely preparation of personnel and payroll forms. Relay information regarding University policies to project staff. Maintain confidential personnel information on all staff to determine fiscal commitments. Enter into PeopleSoft and maintain job data on in house INBRE personnel payroll.

**Manager, Business, RI-INBRE Page 2 of 3**

Train, assist and support RI-INBRE faculty, support staff and students in business functions.

Maintain relationships with RI-INBRE Network Sponsored Research Offices across the State of Rhode Island in order to establish business process for new proposals, compliance, subcontracts and billing across of the RI-INBRE Program.

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

Assist the RI-INBRE Program Director in preparation of budgets for grant requests and in securing outside funding.

Assist the Program Director in program evaluation by external consultants.

Provide support to the Division of Research and Economic Development in ensuring compliance with prescribed federal, state, and institutional policies and procedures, including adherence to generally-accepted accounting principles.

Responsible for the fiscal operation of the RI-INBRE Research Core Facility Cost Center including billing of in house and external users and annual rate calculations.

Provide support to new RI-INBRE investigators at the University of Rhode Island especially with budgeting, purchasing and personnel. Provide support on allowable expenses with regard to both their RI-INBRE budget and institutional and state policy.

Maintain relationships with RI-INBRE investigators, postdocs, graduate students, and undergraduate students across the state.

Prepare reports to track strategic accomplishment.

**OTHER DUTIES AND RESPONSIBILITIES:**

Represent the Program Director in business-related activities within the RI-INBRE community and with outside agencies as appropriate.

Assist staff with data processing, database management and spreadsheet software.

Perform additional duties as required by the Program Director.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, Microsoft Excel, 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, accounting or a related field; Minimum of three years' experience in business management, budgeting, and/or budget tracking; Demonstrated experience with word processing, spreadsheets and email; Demonstrated experience with databases and web-based systems (such as PeopleSoft and Cayuse); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to plan and oversee work on a variety of fiscal projects (including complex data sets); Demonstrated experience working in an environment with complex policies and procedures; Willingness to travel in-state and out-of-state for RI-INBRE events; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated professional experience in an academic setting.

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