

Class Code:....807C-2017
Position #: (PSA).....(E)
Developed by:.....TC;DB
Reviewed by:.....DJ
Approved by:.....LK
Date.....07/13;06/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Senior Business Analyst (General Accounting Office)
DIVISION: Administration and Finance (Controller's Office)
REPORTS TO: Associate Controller, Accounting Operations
GRADE: 12
SUPERVISES: May supervise support staff and/or student workers

BASIC FUNCTION:

Responsible for assisting the Associate Controller of Accounting Operations, the Manager, Travel/Purchasing & Travel Cards/Miscellaneous Disbursements, Manager, Payment Distribution & Vendor Maintenance and Manager of Accounts Payable in the General Accounting Office with accounting and financial matters pertaining to the administration of the University's General Accounting and Accounts Payable Offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Account, record and process Capital Project invoices, including RIHEBC Bonds, COPS and State GO Bond funding, and reconcile with the State Financial ERP System (RIFANS) or Office of Higher Education (OHE) financial records.

Reconcile and process reimbursement(s) of RICAP funds with the State Financial ERP System (RIFANS) and RIHEBC funds with OHE, and request reimbursement through wire transfer.

Perform quarterly reconciliation of other billing matters for reimbursements from other State agencies.

Reconcile employee and travel advance accounts on a monthly basis, and work with department(s) on collection of outstanding advances. Work with Office of Sponsored Projects to reconcile research advances in a timely manner.

Work with Accounts Payable staff on complex accounting, accounts payable, and/or PCard and Travel Card issues and questions.

Assist in the preparation of year-end reporting of the 1099 file to the Internal Revenue Service. Review original documentation in order to provide prompt and courteous service when responding to questions. Assist in processing any corrections that may prove necessary. Investigate all B notices from the IRS.

Record appropriate transactions/journal entries into the University's accounting systems.

Assist in testing fixes, in upgrades, and in implementation of new modules within the PeopleSoft Financial System. Provide testing support to end users, and assist in updating documentation and with training as needed.

Provide backup to all Accounting Managers for all disbursement transactions including, but not limited to, student refund checks, accounts payable checks, special handling checks, and ACH payments.

Assist with various project assignments and provide year-end support to the Accounting and Accounts Payable Departments.

Develop recommendations for new and/or improved procedures as appropriate.

Participate in the development of effective management policies and procedures as requested.

Record monthly automotive activity and revolving loan fund activity and prepare various account reconciliations as needed.

OTHER DUTIES AND RESPONSIBILITIES

Handle information of a sensitive and confidential nature.

Assist the Controller, Associate Controller and/or Accounting Managers as directed.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT

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

ENVIRONMENTAL CONDITIONS

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS

REQUIRED: Bachelor's or Master's degree in accounting, finance, or related field; Minimum of three years of progressively responsible employment experience in an accounting office; Demonstrated progressive experience in financial analysis; Demonstrated computer skills, including spreadsheet, database management, query, and word processing; Demonstrated ability to understand accounting and accounts payable concepts; Demonstrated mathematical and analytical skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated organizational skills; Demonstrated ability to work independently and as part of a team; Demonstrated ability to balance multiple priorities; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

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