

Class Code:.....0969
Position #: (NUNC) (E) 7015
Developed by:....TEP; DD
Reviewed by:.....RLC
Approved by:.....LK, AMC
Date:4/92,10/98,6/03,2/13

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Vice President, Administration and Finance
DIVISION: Administration and Finance
REPORTS TO: President
GRADE: N/A
SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Under the authority of the President, direct and manage finance, purchasing, human resources, labor relations, public safety, safety and risk management, enterprise funds, and the facilities of the University. Serve in a leadership role in the establishment of fiscal policy for the University. Integrate all business affairs functions to achieve a level of efficiency and effectiveness which supports the overall mission and goals of the University. Assure effective communications regarding finance and administration to all internal and external University stakeholders. Oversee the continuous improvement of the fiscal and accounting records and the business processes of the University. Supervise the planning and implementation of capital construction, renovation, and asset protection. Work effectively with the Provost, the Vice President for Research and Economic Development, the Vice President for Student Affairs and the other members of the President's leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct and coordinate the University's Office of the Controller, Human Resources, Business Services, Budget, Facilities and Operations, Capital Projects, Purchasing, Payroll, the W. Alton Jones Campus, the Ryan Center and the Boss Arena, and the Public Safety and Risk Management functions to achieve optimum efficiency and effectiveness in operations.

Direct the overall development and organization of business affairs functions to respond to and meet existing and prospective administrative needs of the University.

Under the direction of the President, assist in the preparation of the University budget.

Oversee formulation of University fiscal policy, including investment, long and short-term financing arrangements, debt management and business enterprise development.

Ensure legal and regulatory compliance regarding all financial functions, including maintenance of relevant documentation.

Coordinate and direct the planning, financing and implementation of all University capital improvement, new construction, major renovations, facilities expansion and property acquisition to meet University needs, given existing financial constraints.

Coordinate all University business and financial affairs functions with appropriate staff of the Council on Postsecondary Education and the State Department of Administration.

OTHER DUTIES AND RESPONSIBILITIES:

At the request of the President, represent the University before national, state and local governmental, educational and civic groups.

Participate in University executive and planning committees.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of ten years of progressively responsible senior level management experience in a large, complex organization; Demonstrated expertise in fiscal management, regulatory compliance, human resources, facilities management, business services, project management and/or business enterprises; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to define goals clearly and to present complex information to various stakeholders; Demonstrated strong working knowledge of financial and information technologies; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in a field related to the responsibilities of the position; Demonstrated experience in higher education or non-profit or government; Demonstrated understanding of and commitment to the academic and outreach mission, culture, and goals of a research university; Demonstrated knowledge, understanding and experience of major capital projects and campus master plans (including sustainability issues); Demonstrated experience in a collective bargaining environment; Demonstrated understanding of shared governance; Demonstrated problem solving and data-based decision making skills; Demonstrated experience in functioning effectively as a member of an administrative team responsible for progressive policy and change management; Demonstrated leadership skills, including the ability to encourage the imagination and creativity of an empowered workforce; Demonstrated accomplishment in guiding a large organization to the efficient accomplishment of goals in a manner compliant with required rules and regulations; and, Possess and share a sense of compassion and humor.

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