

Job Code:.....100987
Position#:..(PSA)..(E)....
Developed by:.....WR
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....07/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Business (George and Anne Ryan Institute
For Neuroscience)

DIVISION: Academic Affairs

REPORTS TO: Executive Director, George and Anne Ryan Institute
for Neuroscience

GRADE: 11

SUPERVISES: Support staff

BASIC FUNCTION:

Manage all business functions of the Ryan Institute. Plan and direct fiscal programs. Serve as a member of the Institute's management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

After consultation with the Executive, Associate and Assistant Directors, prepare the Institute's budgets for the Executive Director's approval.

Prepare reports of all accounts, both income and expense.

Secure financial data from all sources related to expenditures and income.

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).

Assist Directors and Principal Investigators in long-range budget planning.

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

Maintain confidential personnel information on all employees to determine fiscal commitments.

Confer with principal investigators relative to personnel needs and problems of individual employees, with an eye to the budgetary process.

Assist in the preparation of budgets for grant requests and for securing outside funding resources.

Maintain all financial records, personnel records, etc., for grants and sub-contracts.

Maintain various fiscal/administrative databases for the Institute.

Oversee the reconciliation of the Institute's budgets and accounts with the University's financial records, and compare actual revenues and expenditures against approved budgets on a monthly basis.

Report the analysis of fiscal year and projection results to the Directors.

Provide support to Academic Affairs in ensuring compliance by Institute staff with prescribed federal, state, and institutional policies and procedures, including adherence to generally accepted accounting principles.

Report monthly or more frequently, if necessary, to the Executive Director and others with budgetary responsibilities.

Assist in maintaining equipment and facilities either through contractual means or coordination with other University departments. Coordinate service with other departments.

OTHER DUTIES AND RESPONSIBILITIES:

Compile information about cost and labor saving features, storage requirements, new equipment, application to needs, etc.

Represent the Institute in business-related activities within the University and with outside agencies, as appropriate.

Assist staff with personal computers, printers and word processing, database management and spreadsheet software, with particular attention to PeopleSoft inquiries and error messages.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, spreadsheet software and training in PeopleSoft HR and PeopleSoft Financial modules.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum three years of experience in a business management function; Demonstrated knowledge of and experience in business management, budgeting and budget tracking; Demonstrated experience with word processing and spreadsheets; Demonstrated experience with databases and Web-based systems, such as PeopleSoft; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated attention to detail; Demonstrated ability to undertake new initiatives; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated professional experience in a university environment; and, Demonstrated experience with PeopleSoft applications.

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