

Class Code:1203  
Position # (PSA) (E)  
Developed by:...CCM  
Reviewed by:...DLJ  
Approved by:...LK  
Date:10/16: 12/16

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Business Manager, Academic Health Collaborative (AHC)  
Shared Services Office (2 positions)

**DIVISION:** Academic Affairs (AHC)

**REPORTS TO:** Deans, AHC - College of Health Sciences & College of  
Nursing  
Director, AHC Shared Services

**GRADE:** 12

**SUPERVISES:** Professional, technical and clerical support

**BASIC FUNCTION:**

Oversee the business functions of the Core, Client-Based and Affiliate areas of the assigned College within the Academic Health Collaborative Shared Services Office (SSO). Advise and support the Deans and Director in the appropriate expense, use and generation of College resources. Work collaboratively with the AHC business team to establish business procedures for the Colleges and oversee their implementation by all AHC College departments. Promote and assist in ensuring adherence to federal, state, and institutional policies and procedures by AHC Colleges and departmental staff. Be responsible for: accounting, budgeting, financial planning, and projections, oversight of grants, and contracts from a financial prospective, and in collaboration with the central administration, budget control and monitoring all sources of funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage the AHC Colleges financial resources. Oversee budget planning and administration including projection analyses and quarterly forecast for assigned accounts. Work with the Dean, Director and the Dean's leadership team in budget areas, budget allocation and mid-year submissions and strategic planning.

Supervise and monitor routine business functions for units within the AHC College. Interpret and provide advice regarding URI budget, accounting and personnel policies and procedures to faculty, staff, and students. Provide training and assistance to support staff as required.

Assist the Dean and AHC SSO Director regarding financial and personnel activities within the University and with outside agencies. Serve as the Director and Dean's designated signatory for AHC Colleges financial and personnel documents where appropriate.

Assist the Deans and Director in developing SSO strategy and direction, enhancing continuous process improvement. As a member of the SSO management team, assist in the continuing development of the AHC Strategic Planning initiatives.

Coordinate and monitor the annual College budgets, including State, federal, private and other contract and grant funding. Ensure accuracy in budget preparation and monitoring for salaries, indirect cost rates, services and supplies, and cost sharing.

Coordinate budget requests from AHC College departments and assist with the determination of departmental budgets. Reconcile AHC College budgets and accounts with the University's financial records and compare actual revenues and expenditures against approved budgets on a monthly basis.

Support principal investigators, faculty, administrators and other staff in generating and managing general revenue and external funding. Provide related research administrative and financial training to AHC department administrators, PIs and support staff.

Supervise preparation and processing of personnel and payroll forms, and related operations, including distribution of time cards and paychecks, and maintenance of records.

Supervise the administrative and fiscal staff, and through them ensure the delivery of efficient clerical support, and the timely and cost-effective use of administrative and financial systems.

**OTHER DUTIES AND RESPONSIBILITIES:**

Monitor departmental compliance with University, state, and federal rules and regulations in business/fiscal transactions.

Perform additional duties as required.

**LICENSES, TOOLS, EQUIPMENT:**

Personal computers; printers; computer software, including Microsoft Office Suite, specifically Excel and spreadsheet analysis; and, enterprise databases such as PeopleSoft.

**ENVIRONMENTAL CONDITIONS:**

Position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in business, public administration, or a related field; Minimum of four to five years of increasingly responsible professional experience in complex business/administrative logistical support position, Demonstrated strong verbal and interpersonal communication skills; Demonstrated strong written communication skills; Demonstrated knowledge of

budgetary processes and analyses; Demonstrated experience developing and implementing administrative and financial policies and procedures; Demonstrated experience in government financial systems; Demonstrated strong organizational skills, Demonstrated ability to work independently; Demonstrated supervisory experience; Demonstrated ability to simultaneously manage multiple projects; Demonstrated experience working collaboratively with administrators, faculty, and staff; Demonstrated issue resolution experience; Demonstrated knowledge of pre-and post-award policies, regulations and reporting requirements at the federal level; Demonstrated familiarity with federal funding agencies; Demonstrated experience with Microsoft Office Suite (specifically Excel and spreadsheet analysis); Demonstrated experience with enterprise databases (such as PeopleSoft); and Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree. Minimum of four to five years of increasingly responsible professional experience in a university, college, government, or similar setting

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