

Class Code:.....1204
Position#: (NUNC)... (E)
Developed by:.....LB
Reviewed by:.....DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Business Analyst, Provost Office
DIVISION: Academic Affairs
REPORTS TO: Vice Provost for Faculty Affairs
GRADE: 10
SUPERVISES: Student Personnel, as needed

BASIC FUNCTION:

Responsible for assisting in operational and financial matters pertaining to administration of the offices reporting to the Vice Provost for Faculty Affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate financial matters pertaining to the administration of the departments reporting to the Vice Provost for Faculty Affairs with other appropriate University departments and with the RI Office of the Postsecondary Commissioner. Assist the directors reporting to the Vice Provost in the development and management of department budgets, and in office procurement and office management.

Receive, file and review all financial status reports as required. Research and compile information and make recommendations required for use in impact statements and analyses, presentations, meetings and decision making. Prepare and report project budgets, business plans and cash flow analysis using computer-based financial models. Forecast long-term trends and update projections after consultation with the Vice Provost.

Assemble necessary information and assist in the preparation of annual budgetary requirements for the departments that report to the Vice Provost. Compile budget and personnel data spreadsheets for use by superiors in their analyses for the Budget Request, Budget Allocation, Mid-Year Review, Year-End Analysis, and grant reports. Provide monthly briefings of accounting and financial status to the Vice Provost and directors.

Reconcile budget and accounting records of various chartfield strings to insure proper utilization of allocated budget funds. Serve as assistant to the Vice Provost and all departmental directors for various reports and ad hoc projects.

Draft complex budget documents and correspondence for the Vice Provost and departmental directors.

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

Assist in developing service contracts and managing routine purchases, as well as coordinating blanket order requirements and maintaining status of same for units. Prepare contracts for various services.

Assist in the preparation of personnel forms, payroll operations, appointment of graduate students and student help, tracking personnel forms, and relaying of information regarding University policies to the staff of the offices reporting to the Vice Provost.

Assist in purchasing, inventory control, accounts receivable, petty cash, p-cards, and cash and check deposits, credit card receipts, payroll, revenue and expenditure tracking and reconciliation, as well as for developing and managing all related records.

Prepare Power Point presentations and other reports using spreadsheet software, particularly Excel. Assist with compiling data for these and other presentations.

Responsible for obtaining information and recommendations relating to specific problems, activities, or policies.

May supervise student staff, as needed. Oversee the preparation and processing of both routine and important/complex correspondence.

Handle information of a sensitive and confidential nature.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database and spreadsheet (Excel) software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in accounting or other business/finance-related areas, OR a bachelor's degree and equivalent quantitative knowledge and skills; Minimum of three years' experience in business management, budgeting, and/or budget tracking; Demonstrated experience with business tracking systems and preparation of year end reports; Demonstrated experience using Microsoft, Excel, Word, and Access or similar database; Demonstrated experience using graphics and presentation software to create complex presentations and reports; Demonstrated ability to handle details accurately and organize data; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to coordinate complex

management tasks and to balance multiple priorities; Demonstrated ability to work independently; Demonstrate 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.

PREFERRED: Master's degree in a related field; Demonstrated experience with financial and human resource systems (e.g., Oracle, PeopleSoft); Demonstrated supervisory experience; and, Demonstrated experience in a university environment.

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