

Class Code:.....1212
Position#: (PSA) (E)....
Developed by:.....BN; RW
Reviewed by:.....SG
Approved by:.....LK
Date:07/12; 03/15; 10/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Business/College of Business
DIVISION: Academic Affairs
REPORTS TO: Dean, College of Business
GRADE: 12
SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for all business functions of the College of Business. Plan and direct fiscal functions. Serve as a member of the College's management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

After consultation with the Dean, Associate/Assistant Deans, and Area Coordinators, prepare the College's budgets for the Dean's review and approval.

Track College of Business asset utilization, including space, and prepare periodic reports to the Dean. Serve as College Representative to Space committee. Track budgets vs. expenditures and encumbrances for all College accounts, including general revenue funds, research grants and contracts.

Prepare reports for the Dean, IBP and area coordinators of all accounts, both income and expense. Research, compile and analyze financial data from all sources related to expenditures and income. Reconcile budgets of the College with University accounts and records.

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.

Process all HR paperwork for faculty/staff hires, including personnel forms, the College's payroll process, time approval for internal payroll, the appointment of graduate students and student help, the tracking of personnel forms and the relaying of information regarding University policies to the College's staff.

Maintain appropriate records and documentation on all College employees to determine fiscal commitments.

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

Maintain various fiscal/administrative databases for the College.

Oversee the reconciliation of College budgets and accounts including PCards with the University's financial records, and compare allocation and overhead funds and expenditures against approved budgets on a monthly basis.

Oversee the reconciliation of College foundation accounts on a monthly basis.

Provide support to and liaise with the Provost's Office to ensure compliance by College and departmental staff with prescribed federal, state, and institutional policies and procedures, including adherence to best-practices accounting principles. Serve on College and other University committees as designated by the Dean.

Train, assist, and support area coordinators, principal investigators, support staff and others in business functions.

Supervise designated professional and administrative support staff and student workers with budget, financial, personnel, and purchasing responsibilities.

Represent the Dean in fiscal/administrative-related activities within the University and with outside agencies, as appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

Perform related responsibilities as assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, and spreadsheet software. 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 of three years' experience in business management, budgeting and/or budget-tracking; Minimum of one year experience with grant preparation and/or grant fiscal management; Demonstrated computer experience with word processing, spreadsheets, databases, e-mail, and Web-based systems such as PeopleSoft; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to plan and oversee work on a variety of fiscal projects involving complex data sets; Demonstrated experience working in an environment with complex policies and procedures; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's degree in accounting, finance, statistics, business administration or related field, or an advanced degree in a related field. Demonstrated professional experience in a university environment; Demonstrated knowledge of RI state purchasing; and, Demonstrated Microsoft Excel certification.

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