

Job Code: 101235
Position#: (NUNC)..... (E)
Developed by:.....KMC
Reviewed by:.....DLJ
Approved by:.....AMC
Date:.....05/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, HRL/Business Operations
DIVISION: Student Affairs (Housing & Residential Life)
REPORTS TO: Assistant Vice President & Director of Housing & Residential Life
GRADE: 14
SUPERVISES: Professional, technical, administrative support, and student staff

BASIC FUNCTION:

Responsible for all financial matters and business functions of Housing and Residential Life (Housing). Oversee the fiscal controls and business operations, accounts payable, accounts receivables, billing, payroll, travel, and occupancy management functions of the department. Manage the end-to-end budget process. Remain informed of trends in college student housing, business practices, occupancy management, and policies and practice. The position supervises full-time staff and student staff. Assigned duties will require some evening and weekend work as business cycle dictates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop the long- and short-term fiscal plans to support the Director and senior staff. Oversee forecasts, prepare and monitor budgets and financial models. Develop fiscal reporting dashboards inclusive of key operating metrics. Install controls and oversees fiscal compliance.

Supervise staff, including hiring, training and development of staff.

Develop and maintain department's budget and periodic updates.

Oversee finances as related to capital planning and asset management strategies.

Supervise the department's occupancy management and assignments unit.

Oversee major business processes, including billing, accounts payable, accounts receivable, and payroll processes.

Develop and implement policies and procedures for all related business and financial practices including adherence measures.

Oversee human resources/payroll functions for department.

Oversee department travel and reconciliation functions.

Manage purchasing process, contract management, and outsourcing and vendor contracts.

Develop and maintain standards and reconciliation processes.

Conduct presentations, meetings, and trainings as requested.

Administer forecasts and reports to housing leadership to inform strategic decisions. Remain current of university enrollment goals and targets.

Assess programs and processes where appropriate to optimize productivity and efficiency.

Manage complex projects and systems.

Represent department to constituents and partners on business-related matters and processes such as Budget and Planning, Controller, Enrollment Services, Facilities/Services, and Administration and Finance.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in departmental, divisional, and university committees and problem-solving groups as assigned.

Serve as a rotational on-call staff member.

Participate in position searches as requested.

Remain current and informed of business-process trends and developments.

Serve as customer service representative, addressing customer complaints made by students and parents.

Perform on-call functions.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software; Microsoft Excel; PeopleSoft.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in a business discipline or related field; Minimum six years of progressively responsible experience managing a complex accounting and/or finance driven business operation; Demonstrated supervisory experience; demonstrated experience with direct budgeting and forecasting management; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; Demonstrated ability to work as part of a team; Demonstrated proficiency in Excel; Demonstrated familiarity with college housing operations; Demonstrated ability to work with diverse groups/populations. (This is a 12-month, live-out position.)

PREFERRED: Master's degree in higher education or business discipline; Minimum of ten years of progressively responsible experience managing a complex accounting and/or finance driven business operation; Demonstrated direct budgeting and forecasting supervision; Demonstrated familiarity with occupancy management software and PeopleSoft; and, Demonstrated familiarity with unions and represented staff.

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