

Job Code:101521
Position#: (NUNC) (E)
Developed by: KMC
Reviewed by: DLJ
Approved by: AMC
Date:01/18/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Business Operations for Student Affairs
DIVISION: Student Affairs
REPORTS TO: Vice President for Student Affairs
GRADE: 15
SUPERVISES: Professional, technical, administrative support, and student staff

BASIC FUNCTION:

Serve as financial advisor to Student Affairs units concerning financial, University financial and operational policies and procedures. Prepare, present, and review financial reports to support decision-making, improve business processes, provide effective management of financial affairs, and ensure compliance with all university financial policies. Exercise discretion and independent judgement in decision making and advise the Vice President and Directors to appropriate use of funds and development of business processes to effectively manage funds and budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop the long- and short-term fiscal plans to support the Division of Student Affairs. Oversee and consolidate forecasts and budgets as well as financial models.

Develop fiscal reporting dashboards inclusive of key operating metrics including actual variance analysis.

Oversee all Divisional Business & Fiscal staff with direct supervisory reporting line for auxiliaries. This includes hiring, training, and development of staff.

Monitor the timely development of department budgets and quarterly forecast updates including the evaluation of strategic initiatives, fee recommendations and consolidation of financial results. Advise the VP of Student Affairs on any potential funding or financial issues with recommendations and/or implementing resolutions as required.

Implement budgeting and financial record keeping procedures to ensure coordination of departmental accounts. Install controls and oversees fiscal compliance.

Serve as primary liaison for Student Affairs Division interfacing with URI Budget and Financial Planning, Office of the Controller, and Administration and Finance.

Oversee finances as related to capital planning and asset management strategies. Monitor auxiliary fund balance reserves and prepare/oversee cash flow projections based on capital initiatives.

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 for Student Affairs Division in accordance with university-wide fiscal policies.

Review and monitor personnel action requests for the Student Affairs Division. Monitor positions including vacancies, turnover projections, and supported FTE tracking.

Assist department Directors and their staff with financial and administrative issues providing guidance and direction as needed. In Housing and Residential Life, Dining and Health Services, directly oversee:

- Active development of financial budgets and forecast
- Human resources/payroll functions
- Financial transactions including expense and revenue reconciliation
- Travel
- Purchasing payable and receivable processes, contract management and outsourcing and vendor contracts

Coordinate the development and delivery of training programs on specific, topical matters related to financial and budgetary topics in support of enhanced financial stewardship.

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

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

Maintain direct supervision of Housing and Resident Life's occupancy management and assignments unit.

Manage complex projects and systems.

OTHER DUTIES AND RESPONSIBILITIES:

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

Participate in position searches as requested.

Remain competent and current through self-directed professional reading, professional contacts with colleagues, attending professional conference, and trainings focusing on business-process trends and developments.

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 eight 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 experience with collecting, processing, and disseminating information; Demonstrated experience providing advice to others; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work as part of a team; Demonstrated experience with Excel; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in higher education, business discipline, or related field; 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 collective bargaining agreements and represented staff.

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