

Class Code:..... ..0252
Position # (PSA).... ..
Developed by:.....SG
Reviewed by:.....
Approved by:.....
Date:05/01; 4/10

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Manager, Accounting Office
DIVISION: Business & Finance
REPORTS TO: Manager, Accounting
GRADE: 10
SUPERVISES: Fiscal and clerical staff

BASIC FUNCTION:

Supervise the daily operations and functions of an accounting office including, but not limited to, accounts payable, encumbrances, travel, data entry and data control processed at the University and/or the State Controller's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the overall flow of financial documents through the University's accounting system to insure accuracy, timeliness and adherence to established University and State policies and procedures.

Supervise the Accounts Payable Office, review vendor statements and facilitate positive vendor relations.

Supervise the preauditing of encumbrance and disbursement documents for processing through the University's accounts payable system.

Supervise the processing of internal purchase order payments, accounts payable disbursements and payments processed via the General Accounting Office.

Communicate with the University community, outside agencies, vendors and others regarding the processing of financial activity.

Assistant Manager, Accounting Office (PSA – 0252)
Page 2 of 2

Review and reconcile accounts established to monitor accounts payable cash advances.

OTHER DUTIES AND RESPONSIBILITIES:

Provide assistance to all internal and external auditors regarding the reviews of prior activity.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not subject to adverse environmental conditions.

QUALIFICATIONS:

Associates's or bachelor's degree in accounting, business administration or equally related field required. Three year's of financial experience required, preferably in a public education office setting. Supervisory experience required. The following are also required: demonstrated initiative and ability to effectively and comfortably supervise a staff in a high intensity environment; demonstrated proficiency in computing, including word processing and spreadsheet software; excellent interpersonal and analytical skills; ability to communicate effectively orally and in writing; ability to organize and coordinate complex management tasks.

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