

Class Code:.....0609
Position#:(PSA).....
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:...9/92, 3/98, 2004

UNIVERSITY OF RHODE ISLAND
Position Description

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

BASIC FUNCTION:

Responsible for all business functions of the College, including budget and finances (all sources of funds). Advise and support the Dean and unit heads in the appropriate generation and use of College resources. Promote and encourage adherence to prescribed federal, state, and institutional policies and procedures by College and departmental staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and monitor routine business functions for all departments, programs and units within the College of Human Science and Services.

Coordinate the College's business affairs and act as liaison/advocate/facilitator with relevant University offices. Assume leadership as requested by the Dean.

Coordinate budget requests from units within the College and assist with the determination of departmental budgets. Provide the Dean with various reports that can be utilized as decision-making tools.

Maintain databases for the College. Oversee the reconciliation of College budgets and accounts with the University's financial records, and compare actual revenues and expenditures against approved budgets on a monthly basis. Report analysis of fiscal year and projection results to the Dean, department chairs and others responsible for College accounts.

Provide support to Academic Affairs in ensuring compliance by College and departmental staff with prescribed federal, state, and institutional policies and procedures, including adherence to general accepted accounting principles.

Supervise all service contracts, inventories, and routine purchases, as well as coordinate blanket order requirements and maintain status of same for the College. Prepare contracts for various services. Supervise the preparation of personnel, payroll and other business forms.

Train, assist, and support department chairs, principal investigators, support staff and others in business functions.

Support principal investigators, faculty, administrators and other staff in generating and managing general revenue and external funding.

OTHER DUTIES AND RESPONSIBILITIES:

As assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in business administration, accounting or a related field required; OR a bachelor's degree and equivalent quantitative knowledge and skills required. At least three years of experience in a business management function required. The following are also required: demonstrated problem solving ability; demonstrated computer proficiency with word processing, spreadsheets, databases and electronic mail systems; excellent communication and interpersonal skills; ability to handle details accurately and to plan, communicate, and oversee work on a variety of fiscal projects; ability to organize large amounts of data, undertake new initiatives, and work in an environment with complex policies and procedures.

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