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Developed by:.....SG
Reviewed by:.....RDF
Approved by:.....
Date:.....3/99

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, National Center for Public Education & Social Policy/Business

DIVISION: National Center on Public Education & Social Policy (NCPE/SP)

REPORTS TO: Director & Associate Director, National Center on Public Education and Social Policy (NCPE/SP)

GRADE: 11

SUPERVISES: Clerical support staff; students

BASIC FUNCTION:

Responsible for all business functions of the National Center for Public Education and Social Policy (NCPE/SP) associated with state, federal and private funding. Provide overall supervision of the Center's administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain database and prepare regular budget reports and budget projections for NCPE/SP. Oversee the reconciliation of 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 Principal Investigator.

Supervise and maintain records of all service contracts, inventories and routine purchases. Prepare contracts for various services, i.e., equipment leases, services agreements, etc.

Supervise preparation of personnel forms, payroll operation and dissemination of information concerning University policies to the staff. Determine fiscal commitments and appropriate personnel match for grants and contracts for all NCPE employees. Maintain confidential personnel information on all employees to determine fiscal commitments.

Assist P.I. in long-range budget planning.

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

Confer with principal investigator relative to personnel needs and problems of individual employees.

Assist in maintaining equipment and facilities either through contractual means or coordination with other University departments.

OTHER DUTIES AND RESPONSIBILITIES:

Compile information about cost and labor saving features, storage requirements, new equipment, application to needs, etc.

Represent P.I. in business-related activities within the University, and, as appropriate, with outside agencies.

Help to provide training and support on fiscal matters to department support staff.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management, 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 an associate's degree with accounting and business courses required. The following are also required: a minimum of three years of experience in a business management function; demonstrated competence in relevant computer software (Word Perfect, Excel, Access, Quatro Pro, Peachtree Accounting software, Design Expert and Scantools); excellent communication and interpersonal skills; ability to handle details accurately and to plan, communicate, and oversee work on larger issues; ability to organize large amounts of data, undertake new initiatives, and work in an environment with complex policies and rules.

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