



**COMMUNITY COLLEGE  
OF RHODE ISLAND**

**Office of Human Resources**

**POSITION DESCRIPTION**

**POSITION:** Business Manager

**LOCATION:** Business Office

**REPORTS TO:** Vice President for Business Affairs

**GRADE:** BOG 18

**BASIC FUNCTION:** To develop, analyze and control all facets of the Community College of Rhode Island budget; to supervise and develop policy for the Purchasing Office and Bookstore Operations.

**DUTIES & RESPONSIBILITIES:** Develop, prepare, administer and analyze the College budget throughout all stages; present and support the budget to the Board of Governors, Legislature and Governor.

Develop, interpret and implement policies, regulations and procedures regarding the budget as mandated by the State Law, the Board of Governors and College Administration.

Coordinate mid-year and year-end projections; balance expenditures against revenues for accurate and effective fiscal year planning and resource allocation.

Participate in the planning and analysis of the College's overall financial structure; identify major areas of concern and make recommendations regarding their resolution.

Assist Deans, Directors and Department Chairpersons with budget requests, preparation and related questions and problems; act as a resource regarding College financial matters.

Formulate effective methods of collecting, evaluating and presenting business and financial information for use by governing boards and administrators; advise the Vice President for Business Affairs of financial implications of new and continuing programs.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Supervise and control all College purchasing functions and systems; supervise the Central Stores and Receiving operations.

Supervise the Auxiliary services of the College, including all Bookstore Operations at all campuses and off campus locations.

Other related duties as assigned.

**QUALIFICATIONS:** Bachelor's degree in appropriate field required; Master's degree preferred. Three to five years of professional experience in a business office dealing with budget preparation and administration, preferably in an academic environment required. Supervisory and interpersonal skills essential.

***CCRI is an Equal Opportunity / Diversity Employer.***

*Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.*

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.*

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