



COMMUNITY COLLEGE
OF RHODE ISLAND
Office of Human Resources

POSITION DESCRIPTION

TITLE: Assistant Business Manager

LOCATION: Business Office

REPORTS TO: Business Manager

GRADE: BOG 15

SUPERVISES: As necessary, supervise or assist with the supervision of the departments and staff who report to the Business Office.

BASIC FUNCTION:

To assist the Business Manager with the development, analysis and control of all facets of the College budget; to conduct monthly financial reviews of expenditure budgets for accurate fiscal year planning and resource allocation. To supervise the operation of departments reporting to the Business Office in the absence of the Business Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the development, administration and analysis of the College's \$100 million multi-fiscal year budget as required on a monthly, quarterly and annual basis.
- Maintain complex and detailed spreadsheets used in conducting monthly financial reviews to assess specific projected revenue and expenditure balances to ensure accurate fiscal year planning and resource allocation.
- Maintain administrative control over budget allocations and expenditures for College accounts.
- Assist the Business Manager and the college in the process of linking allocation of resources to strategic planning consistent with college goals and objectives.
- Interpret and implement College, State and Board of Governors policies, regulations and procedures regarding financial and business operations of the Community College.
- Work, independently or as a committee member, on special or emergency projects for the College administration and/or external departments as assigned.
- As assigned, assist in the supervision of all phases of the Business Office,

Knight Campus

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

Purchasing, Accounts Payable and Bookstore operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED):

- Participate in the analysis and planning of the College's overall financial structure; identify major areas of concern and make recommendations regarding their resolution.
- Authorized agent of the College for disbursements through the signing of vouchers and checks.
- Represent the Office of the Business Manager on College administrative committees; serve as liaison with the Office of Higher Education, the Board of Governors, State Budget Office, Legislative fiscal advisors and other state agencies as required.
- Act as a resource to College community in State and College financial matters related to the Business Office functions interpreting and conveying state and college policy and procedural regulations for departments.
- Develop proficiency in the use of the college's Banner-based administrative budget and financial records systems and integrating these systems with excel spreadsheets or other appropriate formats for analysis.
- Coordinate and assist in the writing, designing and maintaining procedural manuals for all functional areas reporting to the Business Office.
- Act as the Business Manager in his/her absence, especially as a budgetary resource to the Vice President for Business and Finance and/or President.

LICENSES, TOOLS AND EQUIPMENT:

Knowledge and use of personal computer hardware and software systems including all Microsoft packages, calculator, telephones, as well as other office equipment. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's degree in related field, such as business administration, accounting or finance required. Master's degree in related field preferred.
- At least five years of significant fiscal and analytical experience in an academic business office or equivalent specifically conducting revenue and expenditure

projections required.

- Experience in budgetary strategic planning required.

QUALIFICATIONS (CONTINUED):

- Supervisory and strong interpersonal skills required.
- Proficiency in Excel, Word and PowerPoint software required; experience with web-based applications desirable. Demonstrated integrated use of a high level administrative financial software system required.
- Will be required to travel between campuses and to other State agencies.
- Must be able to communicate effectively orally and in written form.
- Must be self-motivated, able to work independently and able to demonstrate effective decision making skills.
- Must be able to prepare and present detailed and accurate studies and reports on financial and budget issues.
- Must have excellent organizational and project management skills.
- Must be able to work accurately, quickly and confidently in a deadline, detailed-oriented, high-pressure environment.

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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