

## FINANCE ADMINISTRATOR

### OVERVIEW:

The University of Rhode Island Foundation Finance Administrator serves as an important member of the finance team by coordinating and communicating finance department activities with internal and external constituents. In addition, this position is responsible for managing finance department meetings and serves as a liaison between the Foundation and University. This position reports directly to the Controller.

### RESPONSIBILITIES:

- Performs the day to day processing of University expenditures for the funds held by the Foundation, including: approval of expenditures, maintenance of fund files and delivering approved documents to University departments across campus.
- On a daily basis reviews Peoplesoft signature authorization portal to download updated signature authorizations for University funds held by the Foundation.
- On a weekly basis reviews University program internal transfer requests, prepares journal entries and uploads to Blackbaud Financial Edge.
- On a monthly basis distributes University operating and endowment reports to University staff.
- Resolves operating and endowment fund related problems and follows up with departments and/or Foundation staff.
- Acts as Finance Department liaison between the Foundation and all University departments.
- Coordinates Investment, Finance and Audit Committee meetings. Maintains attendance, schedules meeting locations, gathers meeting materials for distribution to Committee members and other arrangements as needed. Other administrative duties include drafting and maintaining meeting minutes.
- Prepares and submits necessary applications, such as the SECA and CFC applications.
- Performs other special projects and duties as assigned.

### QUALIFICATIONS:

The ideal candidate should possess the following characteristics: Highly motivated and energetic; ability to handle multiple tasks efficiently and prioritize as needed; organized with the ability to work and solve problems independently; a strong work ethic and strong sense of ownership of the job functions; excellent communication skills. Additional skills required: Good judgment, maturity, personal integrity, strong interpersonal skills, accuracy and attention to detail required. Thorough knowledge of Microsoft Office including excel and preferably Blackbaud Financial Edge.

### EDUCATION/EXPERIENCE:

A bachelor's degree and/or a minimum of five years' experience, preferably in higher education, finance or a comparably complex organization. The highest degree of professionalism and discretion in dealing with donors and potentially sensitive matters of confidentiality is required.

### APPLICATIONS:

Forward letter of interest, resume and references to:

URI Foundation  
Attn: Gerri Beagle, HR Manager  
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