ADMINISTRATIVE SUPPORT & ACCOUNT MANAGEMENT

Activity	Dept Program/ Admin Staff	Fiscal Officer
NON-GRANT PAYROLL PROCESSING		
Faculty & Staff - Academic Year CORE Changes		x
Faculty & Staff - Offer Letters	x	
Faculty & Staff - Offer Letter New Hire	x	
Faculty & Staff - SPAR	x	
Other/Non Academic - SPAR	x	
Students	x	
Grad Assistants	x	
Research Assistants	x	
Post Docs	x	
New Hire Search - Faculty	x	
New Hire Search - Staff	x	
New Hire Search - Post Docs	x	
New Hire Search - Research Assistants	x	
New Hire Search - SPAR	x	
HB1 Visa	x	
Hires, trains and supervises student workers	x	
Faculty & Staff Separations	x	
GRANT PAYROLL PROCESSING		
Faculty & Staff - Academic Year CORE Changes		x
Faculty & Staff - Offer Letters	x	
Faculty & Staff - Offer Letter New Hire	x	
Faculty & Staff - SPAR	x	
Other/Non Academic - SPAR	x	
Students	x	
Grad Assistants	x	
Research Assistants	x	
Post Docs	x	
Fellowships	x	
New Hire Search - Faculty	x	
New Hire Search - Staff	x	
New Hire Search - Post Docs	x	
New Hire Search - Research Assistants	x	
New Hire Search - SPAR	x	
HB1 Visa	x	

NON GRANT PURCHASING PROCESSING (*)		
Requisitions, DV's, Procard, Travel & Other Reimbursements	x	
Receivers, Invoice Approvals for Accuracy and Resolve Purchasing Issues	x	
Consultants/Purchases under $10K	x	
Consultants/Purchases over $10K	x	
Travel and Other Reimbursements	x	
Maintaining and Monitoring Other Tracking Reports for Faculty and Department Accounts	x	
GLT for Errors	x	
GRANT PURCHASING PROCESSING (*)		
Requisitions, DV's, Procard, Travel & Other Reimbursements	x	
Receivers, Invoice Approvals for Accuracy and Resolve Purchasing Issues	x	
Consultants/Purchases under $10K	x	
Consultants/Purchases over $10K	x	
Resolve Purchasing Issues	x	
Maintaining and Monitoring Other Tracking Reports for Faculty and Department Accounts	x	
Sub Awards - Sponsored Programs		SPS
NON GRANT ACCOUNT MANAGEMENT - Fiscal Officer		
Financial & Progress Reporting		x
Monitor & Approve Account Expenditures for Allowability and Appropriateness		x
Develop & Monitor Budgets		x
Projections		x
Annual Budgeting		x
Reconciliations as needed		x
Financial Information Requests/Ad Hoc & Special Report Development (i.e., Salary Savings Tracking)		x
Bi-Weekly Reports - Updates & Questions		x
Account Initiation & Attribute Changes		x
Work with Departments to Resolve Deficits		x
GLT to Resolve Account Deficits		x

GRANT ACCOUNT MANAGEMENT - Fiscal Officer	
Budget Development - Initial and Subsequent Years	x
Financial & Progress Reporting	x
Monitor & Approve Account Expenditures for Allowability and Appropriateness	x
Monitor Budget Balance	x
Answering questions on the Account usage and balances	x
Cost Transfer, Rebudgets, Effort Reports & Funding Changes	x
Monthly Reports - Updates & Questions	x
Financial Information Requests/Ad Hoc & Special Report Development (i.e., Salary Savings Tracking)	x
Work with the PI to Resolve Deficits	x
OTHER - ACADEMIC	
Assist the Department Head	x
Event Coordination & Support	x
Department/Building Maintenance issues (i.e., workorders)	x
Department Communications, Marketing & Publicity	x
Department Space Coordination w/Dean's Office	x
PTR	x
Course Scheduling	x
POINT OF CONTACT	
FACULTY - General questions, comments or concerns - Department Administrative Staff first point of contact	x
DEPARTMENT HEAD & STAFF - General questions, comments or concerns - Fiscal Officer first point of contact	x

(*) **Department Administrative Staff** are responsible for monitoring invoices, requisitions and address purchasing questions; completing receivers; approving/reviewing invoices for accuracy.

BSC Staff/Fiscal Officers are responsible for monitoring and approving for grant appropriateness and allowability.