

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
OFFICE OF THE CHANCELLOR  
UNIVERSITY OF HAWAI'I AT MĀNOA  
VICE CHANCELLOR FOR ADMINISTRATION,  
FINANCE AND OPERATIONS

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Provides executive leadership in planning, coordinating, and directing the financial management, administrative operations and support services programs for the University of Hawai'i at Mānoa. Financial management, administrative operations, and support service programs may include research support services, financial planning and analysis, budget preparation and administration, human resource management support services, procurement, facilities operations, auxiliary services, information technologies, capital improvement planning, cashiering, and other programs such as bookstore operations, and support services that may be extended to other University systems.

- Develops innovative plans and initiatives with respect to financial management, administrative operations and support services within a resource development framework; long and short-range planning; and provides program direction to ensure infrastructure support to the Mānoa campus and its satellite off-campus programs.
- Develops and implements policies, procedures, reporting requirements, and compliance reviews.
- Creates processes that insure the broad inclusion of campus constituencies in the collaborative development of plans, policies, and procedures for financial management, administrative, and support services programs.
- Advises the Chancellor and other senior executives on UH Mānoa administrative, finance, and operations issues and programs.
- Administers long-range plans for the development of facilities to ensure that campus growth is consistent with the University's Master Plan.

PROPOSED

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AUXILIARY ENTERPRISES

FUNCTIONAL STATEMENT

INTRODUCTION

Provides leadership and coordination in planning, developing, and directing activities relating to UH Mānoa Auxiliary Services, the UH Bookstore System, Administrative Services, and systemwide Business Development.

MAJOR FUNCTIONS

Plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: Systemwide business development and commercial enterprise opportunities, administrative and support services, Mānoa campus auxiliary services, systemwide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

- Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
- Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
- Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

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FACILITIES, GROUNDS, AND SAFETY

FUNCTIONAL STATEMENT

INTRODUCTION

Plans, organizes, and directs activities relating to Facilities Planning and Management, Buildings and Grounds Management, Environmental Health and Safety, and Campus Security operations for UH Mānoa.

MAJOR FUNCTIONS

- Provides leadership, direction, and guidance to subordinate directors in the planning, design, construction, maintenance, and operation of physical facilities and grounds for UH Mānoa, in creating a safe environment conducive to learning and research.
- Develops long-range physical plans for the UH Mānoa campus.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Mānoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.
- Reviews and recommends the multi-year and biennial Capital Improvements Program budget and annual expenditure plans, including the determination of priorities and scheduling of projects to ensure the timely execution of campus master plans.
- Develops and administers programs to provide for a safe campus environment and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety and campus security.

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OFFICE OF THE CHANCELLOR, UH MĀNOA  
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE  
AND OPERATIONS  
CASHIER'S OFFICE  
  
FUNCTIONAL STATEMENT

Collects, receives, and receipts all departmental collections for deposit, all tuition and fee collections, and records all collections into the Central Accounting System for the Mānoa Campus. Disburses all checks, warrants and refund checks to students.

1. Receives all departmental collections. Pre-audits deposits and transships collection via armored car to bank. Controls departmental receipt data input to Central Accounting System.
2. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates all special pick-ups at the Registration Cashier's site or any department requesting special armored car service.
3. Assists all departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.
4. Responsible for issuing and deleting security codes to department(s) to access the financial obligation file. Controls all input and deletions to the central financial obligations file under the ISIS Program to ensure that there is a "Hold" as necessary on all:
  - a. Registrants
  - b. Application for transcript
  - c. Application short-term loans
  - d. Financial aid awards
  - e. Tuition and all other refunds
5. Responsible for the operation, accounting and annual reporting of the Cashier's Office Suspense Accounts:
  - a. Suspense account for temporary deposits
  - b. Suspense account for returned items for all returned tuition and fee payment checks.
6. Responsible for the control and coordination with other departments, the fiscal aspects of the "Integrated Student Information System" (ISIS), registration process. Controls the processing of:
  - a. The fiscal portion of all registration material.
  - b. Receipts all tuition and fees collections via the ISIS fee collection module.
  - c. Maintains an accounts receivable file for all third party tuition and fee billing.
  - d. Issues official receipts to disburse all tuition and fee collections to the proper funds and departments.

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7. Disburses all Financial Aid Checks, warrants and other cash awards to financial aid recipients.
8. Pre-audits all tuition and fee refunds, and issues check after checking for financial obligation clearance.
9. Operates Imprest Checking Account to issue tuition and fees refund checks only.