

**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, 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.

OCT 24 2003

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UNIVERSITY OF HAWAII AT MĀNOA BUDGET OFFICE

FUNCTIONAL STATEMENT

Provides leadership, direction and advice in the preparation and execution of the University of Hawaii at Mānoa operating budget.

Serves as budget staff to those Vice Chancellors assigned UH Mānoa operational responsibilities, assisting in such matters as evaluation of budget requests, development of expenditure plans, and preparation of variance reports.

Develops and recommends UH Mānoa biennial and supplemental budget preparation policies and instructions in accordance with University policies and guidelines.

Evaluates campus operating budgets.

Prepares legislative testimony.

Works with UH Mānoa fiscal personnel in preparing and updating budgetary details in support of the budget request.

Develops and recommends policies and instructions for the allocation and expenditure of UH Mānoa appropriated funds.

Develops and recommends for approval by Vice Chancellor, expenditure allocations for UH Mānoa operating units.

Monitors UH Mānoa expenditures at the school, college, and institute levels on a quarterly basis for compliance with statutory requirements, legislative intent, and executive, and University policies.

Prepares quarterly allotment requests for UH Mānoa programs.

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SUPERSEDED
Date OCT 24 2003

STATE OF HAWAI'I
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OFFICE OF THE CHANCELLOR, UH MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE
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CASHIER'S OFFICE

FUNCTIONAL STATEMENT

Collects, receives, and receipts University departmental collections for deposit and recordation into the financial management information system. Collects and deposits tuition and fees for the Mānoa Campus. Disburses financial aid and refund checks to students.

1. Receives departmental collections. Pre-audits, deposits and transships collection via armored car to bank. Controls departmental receipt data input into the financial management information system.
2. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates special pick-up requests for armored car service.
3. Assists departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.
4. Responsible for maintenance of the system-wide financial obligation database and financial obligations file in the student information system to ensure that individuals who have unpaid financial obligations are denied further access to university services.
5. Responsible for the maintenance of the Cashier's Office suspense accounts.
6. Responsible for the control and coordination of the cashiering and related fiscal functions of the student information system as it relates to the student registration process. Including but not limited to:
 - a. Dissemination of payment information and policies for student registration.
 - b. Controls the assessment, collection, cashiering, billing deposit and refund of funds for tuition and fee revenue.
7. Disburses financial aid to students and parents.
8. Operates departmental checking account for tuition and fee refunds.
9. Monitors the reconciliation of revenues deposited into the tuition and fees special fund.

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7/2/02

SUPERSEDED
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