

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SYSTEMWIDE ADMINISTRATION  
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/  
CHIEF FINANCIAL OFFICER  
  
FUNCTIONAL STATEMENT

INTRODUCTION

This office provides executive leadership in planning, organizing, directing, evaluating, and coordinating the following aspects of UH Systemwide budget and financial management functions.

MAJOR FUNCTIONS

- Accounting
- Assets management
- Bond system operations
- Disbursing and payroll
- Treasury
- Budgeting
- Government Relations

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GOVERNMENTAL RELATIONS

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Governmental Relations seeks to promote the mission of public higher education in Hawai'i by developing and strengthening relationships between the University and members of the federal, state, and county executive and legislative branches of government.

SPECIFIC FUNCTIONS

Governmental Relations ensures that the University's goals receive state and federal recognition and support; apprises the University community of federal, state and county government matters by monitoring legislation that has a potential impact on the University; responds to constituent inquiries; and collaborates with other University campuses and the community to build support for the University. The office also serves as the official point of contact for government constituencies. Responsibilities include but are not limited to:

- Developing and maintaining effective working relationships with the executive and legislative branches of the federal, state and county governments.
- Coordinating the University's efforts in communicating with government officers.
- Developing University policies for addressing governmental issues.
- Consolidating, editing, and finalizing administrative proposals for insertion into the annual administrative legislation package.
- Tracking all legislative initiatives as they proceed through the state legislative session.
- Providing an official contact point for federal, state and county governmental issues.
- Developing an effective advocacy plan that includes the University's constituency, alumni, and friends

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SYSTEM ADMINISTRATIVE SERVICES

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

The System Administrative Services office provides administrative support services for budget and fiscal services, and administration for undelegated University Systemwide Program Offices.

Budget and Finance

- Plans, coordinates and executes budget requests for UOH 900 Systemwide Offices.
- Coordinates, analyzes and prepares various reports requested by University Administrative Offices, Department of Budget and Finance, Legislature, etc.
- Plans, coordinates and executes the budget allotment for each Systemwide Program Office.
- Plans, coordinates, manages and monitors the expenditure levels and status of account balances for Systemwide Program Offices.
- Manages, coordinates and execute all procurement and fiscal requests by Systemwide Program Offices ensuring compliance with all State and Federal regulations for all sources of funds.
- Manages, coordinates and executes Systemwide Programs' contract and grants.
- Directs and coordinates the financial management of the Workers' Compensation and Unemployment Insurance Compensation programs of the University System.
- Directs and coordinates the financial management of the terminal vacation payout pool for the University System.

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FINANCIAL MANAGEMENT OFFICE  
  
FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

- Plans, directs, and controls Systemwide general accounting, and capital asset accounting activities.
- Plans, directs, and controls Systemwide disbursing, and payroll activities.
- Plans, directs, and controls Systemwide bursar, cashiering and loan collection activities.
- Plans, directs, and controls Systemwide fiscal services activities.
- Plans, directs, and controls the University Bond System activities.
- Plans, directs, and controls Systemwide tax services activities.
- Plans, directs, and controls Systemwide treasury activities.
- Plans, directs, and controls the fiscal administrator's function for Financial Management operations.

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VICE PRESIDENT FOR BUDGET AND FINANCE/ CHIEF FINANCIAL OFFICER  
FINANCIAL MANAGEMENT  
GENERAL ACCOUNTING – CAPITAL ASSET ACCOUNTING OFFICE**

**FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

**GENERAL ACCOUNTING**

The responsibilities of General Accounting include overseeing accounting of all University funds; preparing the University's financial statements; interfacing with the State Department of Accounting and General Services (DAGS); advising fiscal administrators on accounting matters; assisting internal and external auditors; preparing special reports for management, the State, and external users; distributing interest income of the pool and interest-bearing accounts; assisting in the recordkeeping, collection and write-off of accounts receivable; monitoring and accounting for the endowment funds; performing the collection related activities for short and long term notes and other receivables; overseeing the property management and capital accounting for all fixed assets.

- Oversees accounting of all University funds
  - Maintains the accounting classification structure. Monitors the establishment of accounts and related attributes such as sub-fund groups, funds, appropriations, and object codes.
  - Reconciles bank account, subsidiary and general ledger reports, and DAGS balances.
  - Keeps abreast of changes in college and university accounting, governmental accounting, state and federal laws and university policies; and promulgates administrative procedures, modify programs and procedures as necessary.
- Prepares financial statements
  - Insures the complete and accurate recordation of accounting data.
  - Prepares trial balances, adjusting entries and financial reports.
  - Assists in the required and discretionary audits of the University.
  - Submits financial information to the State by the agreed upon date.
- Records and reports accounting data with the State
  - Reimburses semi-monthly payroll costs to DAGS.
  - Reports quarterly funds held out of the State treasury.
  - Requests new appropriations and subcodes.
  - Coordinates State Journal Vouchers.
- Advises administrators on accounting matters such as:
  - Preparation of journal entries for the proper recordation of data, accruals and adjusting entries.
  - Proper classification of accounting data.
  - Preparation of trial balances.
- Assist auditors
  - Schedules audits.
  - Prepares trial balances and schedules.
  - Briefs auditors on internal procedures and University transactions.
  - Reviews adjusting entries.
  - Publishes audited financial reports with footnotes.
- Prepares special reports as follows:
  - Management reports.
  - Financial report to the Federal Department of Education.
  - Endowment reports to the Board of Regents.

- Endowment survey to NACUBO.
- Integrated Postsecondary Education Data System (IPEDS) financial reports.
- Distributes interest income of the pool investments and interest bearing-checking account based on daily average cash balances.
- Student Loans Accounting
  - In addition to the above duties, interfaces and reconciles data to a billing agency and collection agencies.
  - Assists financial aid administrators in the monitoring of cash, recording of collection charges and reporting to state and federal agencies.
- Endowment Fund Oversight
  - Records transaction applicable to endowment activities.
  - Distributes income in accordance with donors' wishes or Board policy.
  - Reconciles records to investment custodians.
- Agency Fund
  - Reviews transactions in the agency fund for proper recordation and classification of data such as deposits and investment transactions.
- Accounts Receivable
  - Assists in the forwarding of bad debts to collection agency, to DAGS for the tax set-off, or to the University General Counsel for write-off.
- Governmental Accounting Standards
  - Keeps abreast of changes in college and university accounting, governmental accounting, state laws and federal regulations, University policies, and promulgates administrative procedures, modify programs and procedures as necessary.
  - Reviews, assesses and modifies the accounting system to ensure compliance with Governmental Accounting Standards Board Pronouncements and Statements.
  - Reviews, assesses and implements Governmental Accounting Standards.

### CAPITAL ASSET ACCOUNTING

- Directs, manages, and oversees the Systemwide property management system for all fixed assets accountable to the University in accordance with University, State, Federal and other external agency requirements.
- Maintains a computerized property management system as required by law or contract and grant provision.
- Prepares property reports in compliance with University, State, Federal and other external agency requirements such as:
  - Annual inventory report for use by University departments to conduct physical verifications of property.
  - Annual inventory report to the State Procurement Office.
  - Annual property reports for Federal sponsors.
  - Final closeout property reports for sponsored projects.
- Establishes capitalization policies and procedures for the proper accounting treatment of the University's capital assets to ensure conformity with State and Federal regulations and generally accepted accounting principles.
- Develops and issues policies and procedures on the management of personal property and real property.

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FINANCIAL MANAGEMENT  
BURSAR'S OFFICE**

**FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

Provides systemwide leadership and management of the student accounts and loans receivable, overseeing the University of Hawaii's Cashier's Office and Student Loan Collection operations.

**BURSAR'S OFFICE**

- Responsible for the accounts receivable module of the student information system.
- Responsible for the student module of the electronic payment system.
- Responsible for the transfer of data from the student information system to the University's financial accounting system.
- Responsible for developing cashiering policies and procedures for student payments.

**UNIVERSITY OF HAWAII CASHIER'S OFFICE (UHCO)**

- Posts, collects and deposits tuition, fees, housing, meal plans and other student charges posted on the student accounts. Audits and processes financial aid credit balances and refunds to students and parents.
- Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations for the University of Hawaii at Mānoa (UHM) campus. Coordinates special pick-up requests for armored car service.
- Assists all campuses on tuition collections, billings and student refunds.
- Responsible for maintenance of system-wide financial obligation data in the student information system to ensure that students who have delinquent financial obligations are denied further access to university services.
- Responsible for the maintenance of the UHCO suspense and clearing accounts.
- 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:
  - Dissemination of payment information and policies for student registration.
  - The assessment, collection, cashiering, billing deposit and refunds for tuition and fees and refunds of financial aid credit balances.
  - Maintenance of UHM tuition rules in the student information system.

**LOAN COLLECTION**

- Responsible for the servicing and collection activities of campus-based student loans for the ten campuses of the University of Hawaii's System. These loans include: Federal Perkins Loans, State Higher Education Loans, Health Professions/Primary Care Loans, Nursing Student Loans and Hawaii's Educator Loans.
- Provides loan data to the billing servicer to ensure prompt and accurate billing of the student loans.

- Performs collection activities on student loans, which includes assigning delinquent accounts to collection agencies for repayment and skiptracing lost borrowers.
- Reviews and monitors defaulted loans assigned to collection agencies.
- Authorizes legal action on defaulted loans. Processes legal documents for court and bankruptcy proceedings.
- Responds to complaints or disputes from borrowers contesting the delinquency of their loans. Participates in contested case hearings involving tax refund setoffs.
- Processes payments from student loan borrowers and third party servicers.
- Coordinates the University's efforts to reduce loan defaults. Reviews uncollectible loans for write off through the Office of the University General Counsel.

#### REPORTS AND ACCOUNTS RECEIVABLE

- Responsible for drawing down Federal student loan funds from the federal government.
- Responsible for issuance of applicable tax forms as it relates to the student account, i.e. 1098-T form.
- Responsible for setting the system-wide calendar for student accounts receivable events and dates.
- Responsible for the maintenance of accounts receivable related tables in the student information system.
- Assists campuses with the management and collection of delinquent student accounts receivable.
- Responsible for the reconciliation of tuition and fees between the student information and financial management systems.
- Responsible for various monthly, quarterly, and annual reports such as FISAP, faculty staff tuition waivers, and accounts receivable aging.



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FINANCIAL MANAGEMENT  
DISBURSING AND PAYROLL OFFICE**

**FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

The Disbursing and Payroll Office is a University systemwide operation that is responsible for the review/pre-audit of all contracts, claims and payroll payments and the execution of all required payment processing activities and other accounts payable activities (e.g., vendor maintenance, centralized invoicing, UHGA check production, check distribution, 1099MISC/1042S withholding/reporting, etc.

**PAYROLL SECTION**

The Payroll Section processes employee payroll payments:

- Coordinates and is responsible for the processing of accurate and timely payroll payments.
- Develops policies/procedures for processing payroll documents in accordance with Federal, State, and University regulations. Develops and implements payroll policies/procedures for the University's Administrative Procedures.
- Performs final pre-audit function activities with respect to the legality, propriety, and proper authorization on all payroll and fringe payment documents. Pre-audits and verifies payroll and fringe payment documents for compliance with statutes, policies, rules and regulations, and contractual obligations before processing payments on State payroll change schedules for payroll checks issued by the State payroll system.
- Pre-audits payroll source documents and processes information into both the University and State systems, including priority payroll, lump sum vacation, workers' compensation, and temporary disability payments, etc.
- Coordinates the distribution of all payroll checks.
- Coordinates and maintains the payroll system for processing payroll payments to University non-regular employees.
- Instructs and trains employees with fiscal authority and Personnel Officers on payroll related policies/procedures.
- Coordinates the distribution of Federal and State income tax information (Form W-2).
- Calculates and prepares net overpayment worksheets and process payroll adjustments (employer and employee) to DAGS. Coordinates employee repayment plans for salary overpayments.
- Compiles and posts taxable amounts for proper withholding and reporting of employee business expenses through the State payroll system (e.g., travel, mileage, uniform allowance, etc.).
- Coordinates processing of legal requests for information and garnishment orders (e.g., child support, court judgment, Federal and State levy, and IRS audits, etc.).
- Conducts research/analysis and responds to employee inquiries and complaints with respect to payroll payments.
- Completes employment verifications using payroll reports and submits directly to financial institutions.
- Audits bank salary assignments (direct deposit) for accuracy and completeness.
- Processes any changes/corrections to an employees' name and/or social security number to ensure accuracy in reporting to external agencies (i.e. Social Security Administration, IRS, etc.)

- Work with unions to ensure accuracy of assessments of statutory dues for employees in respective unions (i.e. HGEA, UPW, UHPA).

## ACCOUNTS PAYABLE SECTION

The Accounts Payable Section processes reimbursements and payments for goods and services:

- Coordinates and is responsible for the prompt and accurate payment, reimbursement, or transfer of all University obligations from State of Hawai'i appropriations or funds assigned to the University of Hawai'i.
- Develops policies/procedures for processing payment documents in accordance with Federal, State, and University regulations. Develops accounts payable policies/procedures for the University's Administrative Procedures.
- Performs pre-audit function activities with respect to the legality, propriety, and proper authority on all payments. Pre-audits and verifies payment documents for compliance with statutes, policies, rules and regulations and contractual obligations before processing payments on UHGA checks (except for payroll checks issued by the State Payroll System).
- Coordinates the preparation, withholding and distribution of Federal and State income tax information on the Forms 1042S and 1099-MISC to payees Internal Revenue Service (IRS), and the State of Hawai'i. Maintains and reconciles non-employee reportable travel transactions for processing to IRS under Form 1099-MISC and Form 1042 regulations.
- Develops policies/procedures for processing and reporting of taxability of employee business expenses. Pre-audits reportable and taxable amounts for proper withholding and reporting through the University's Payroll to the State payroll system.
- Coordinates quarterly wage reporting as required by the State Department of Labor and Industrial Relations (DLIR). Coordinates processing of unemployment claims relating to University contract and claims transactions.
- Prepares Summary Warrant Vouchers for reimbursement and bond payments with supporting documentation for submission to the State Department of Accounting and General Services (DAGS).
- Records and reconciles all General Fund contract and claims encumbrances with DAGS yearly at fiscal year end.
- Maintains and reconciles employee travel advances file for future accounting of travel expenses for each travel advance. Follow up with departments on all outstanding advances. Identifies all travel expenses that are reportable and taxable to IRS through the State payroll system for employees. Actively participates in the development, testing and implementation of the University's travel system.
- Maintains and coordinates an on-line vendor table (data file) for field and central use. Assigns vendor codes for all payment documents for timely and accurate payment processing. Knowledgeable in maintaining electronically a large vendor master file for on-line viewing by field and central personnel, creating and paying vouchers on-line, and aiding vendors on payment status.
- Actively participate in the development, testing and implementation of the University's financial management system. Instructs and trains fiscal administrators on data entry, policies, and procedures for electronic purchase order payment processing and encumbrance liquidation. Serves as help line, takes department calls, analyzes problems, and develops solutions at various stages of the payment process, both procedurally and systematically. Knowledgeable of the purchasing system, accounts payable system, and financial accounting system; and their corresponding effects on each other.
- Designs and maintains University payment forms.
- Prepares payment requests and credit memos for all purchase orders and University contracts.
- Responsible for the coordination and production of UHGA checks and Automated Clearing House (ACH) transactions.

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FINANCIAL MANAGEMENT  
BOND SYSTEM OFFICE**

**FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

- Provides managerial oversight of the University Bond System to ensure compliance with federal and state requirements.
- Develops and implements policies, rules, and procedures to ensure the self-financing nature of University Bond System Projects.
- Directs the University's bonds principal and interest debt service payments.
- Manages cash requirements from invested bond proceeds for construction expenditures and accounting of the invested bond proceeds.
- Coordinates annual audits and financial management reporting.
- Prepares financial statements of the University Bond System.
- Monitors the University Bond System's reserve levels.
- Coordinates and implements the reallocation of resources between University Bond System Projects, as approved by the University President or designee.
- Prepares prospectus and financing models; compiles and analyzes financial data relating to the sale of revenue bonds.
- Coordinates and assists with post-issuance compliance analysis on tax-exempt bonds issued by the University.

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FINANCIAL MANAGEMENT  
FISCAL SERVICES OFFICE**

**FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

- Plans, coordinates, and controls the financial accounting system and reporting activities for the University of Hawai'i (UH) System.
- Plans and directs the analysis, design, development, implementation, and revision of the University's Systemwide accounting and reporting system.
- Represents the University in Statewide accounting system and reporting projects.
- Organizes and coordinates the fiscal year end closing for the University between FMO and ITS.
- Writes or directs the writing and issuance of the UH Administrative Procedures setting forth Systemwide accounting policies and procedures related to the Systemwide Financial Accounting System.
- Oversees University compliance with laws, rules, and administrative procedures pertaining to the Kualii Financial System (KFS) and eThority. Responsible for maintenance of the system configuration for KFS and eThority.
- Plans and implements the identification and documentation of needs for new financial system applications. Responsible for ensuring the successful replacement of the University's current systems with on-line systems that meets all identified requirements.
- Represents the University in the Kualii Financial System Customer Advisory Group and the Kualii Financial System Technical Implementation Committee.
- Develops and delivers functional user training for the financial information systems.
- Provides IT user support for the Financial Management Office departments.

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FINANCIAL MANAGEMENT  
TAX SERVICES**

**FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

- Directs the system specifications for tax reporting and withholding in the University's Kualii Financial System.
- Develops systemwide tax policies and administrative procedures to comply with broadly stated statutes, rules and regulations.
- Coordinates the preparation of informational returns and tax returns, including the computation of taxes owed according to prescribed rates, laws, rules, and regulations.
- Organizes the compilation of periodic tax payments, information reporting, and other taxing authority requirements.
- Advises the University's most senior executives and managers on tax administration.
- Represents the University on matters related to taxes, including justifying and defending the University's tax position.
- Coordinates the implementation of tax procedure impacting operations along all functional and organizational lines of the University such as the University External Affairs and Relations Office, Disbursing Office, General Accounting, University departments, programs, or campuses.
- Develops written procedures to resolve tax problems for University programs.
- Formulates program procedures on difficult tax problems where precedence does not exist by consulting tax laws, rules, and regulations.
- Ensures that all University tax procedures are in compliance with current tax laws.
- Plans and coordinates tax research by using the Internal Revenue Codes, statutes, rules, regulations, private letter rulings, IRS revenue procedures, technical advice memorandums, tax legislation to resolve complex or controversial tax problems.
- Implements policies and procedures based on the review and analysis of the rules and regulations. Keep abreast of new tax law developments.
- Plans and organizes workshops, information sessions, and user training to familiarize University personnel on new tax procedures and policies.

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FINANCIAL MANAGEMENT  
TREASURY OFFICE**

**FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

Provide leadership and management of treasury operations for the University of Hawai'i System.

- Responsible for the reconciliation of cash receipts for the University System. This includes deposits to the University of Hawai'i General Account and the recording of the transactions in the financial system.
- Responsible for recording returned checks in the University's financial system.
- Responsible for the transfer of General fund receipts to the State Treasury and the deposit of reimbursement claims from the State.
- Responsible for the administration of the change fund program, which includes establishment, decrease/close, permanent/temporary increases, change in custodian and or alternate custodian. Reviews all change fund overages and shortages.
- Develops and promulgates administrative procedures on cash management.
- Manages the short-term investment program of the University of Hawai'i, including the monitoring of collateral pledged to the University by financial institutions.
- Responsible for the administration and implementation of the merchant services contract.
- Responsible for the administration and implementation of the banking services contract.
- Responsible for administration and implementation of the eCommerce services contract.
- Responsible for coordinating the Payment Card Industry Data Security Standard (PCI DSS) activities to ensure that all credit card merchants are in compliance.
- Coordinates the fiscal year-end closing deposit activities to ensure the timely recording of cash receipts.

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UNIVERSITY BUDGET OFFICE

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

- Provides overall leadership and direction in the preparation and execution of the University's operating budget and assists in its administration.
- Analyzes budget policy and budget policy options including the identification of trends and consequences.
- Suggests management initiatives. Recommends policies, programs, issues, problems, procedures, organization, and management practices for evaluation and appropriate action. Participates in the analyses of policies, programs, issues, management practices, procedures, organization, and problems.
- Provides strategic and technical support for budget decision-making.
- Provides assistance and advice to the Board of Regents, University executives and program personnel in clarifying the philosophy, design, policies, and procedures of the revenue/budget/resource allocation system. Advises and assists programs with University policy conformance, budgeting, expenditure control, and related budgetary management matters.
- Develops, implements and maintains a monitoring system to provide for the systematic review and evaluation of the resource allocation program, budgetary program plans, revenues, and expenditures.
- Reviews proposals for reorganization and recommends organizational changes as appropriate.