

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
MĀNOA OFFICE OF BUSINESS AND FINANCE

FUNCTIONAL STATEMENT

MANOA OFFICE OF BUSINESS AND FINANCE – Org Code: MAVCAF

The Mānoa Office of Business and Finance provides leadership and executive management over financial and administrative functions and services for the University of Hawai'i at Mānoa. The Office of Financial Resources Management unit reports to the Vice Chancellor who serves as the chief business officer.

Through the Office of Financial Resources Management, the Mānoa Office of Business and Finance provides leadership and executive management over financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.

The Mānoa Office of Business and Finance has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai'i at Mānoa as they pertain to campus financial management. The establishment of campus policies are endorsed by senior Mānoa executives, approved by the President, and disseminated and published on the official Mānoa policies, procedures and guidelines website.

The Office consults with the provost, other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the Office coordinates with the offices of the President and Mānoa Leadership Team on administrative and financial matters as appropriate.

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MĀNOA OFFICE OF BUSINESS AND FINANCE
OFFICE OF FINANCIAL RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

Mānoa Budget Office – Org Code: MABDMA

- Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets.
- Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution and instruction; position control; and the review of unfunded budget proposals.

Office of Finance and Accounting – Org Code: MAFSAC

- Prepares and analyzes periodic operating statements in support of the overall management of the campus.
- Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
- Keeps abreast of University accounting policies and procedures and manages compliance of these among campus fiscal officers.
- Manages the budgets for select Mānoa units reporting to the President.
- Provides fiscal training to campus fiscal officers.