

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

FUNCTIONAL STATEMENT

**MĀNOA OFFICE OF BUSINESS AND FINANCE - Org Code: MAVCAF**

The Mānoa Office of Business and Finance provides leadership and executive management over campus budget and financial functions, management reporting and campus analytics, and administrative services for the UH Mānoa. The Chief Business Officer (CBO) serves as the senior business and financial officer and advisor to the President and Provost, and is a member of the Mānoa Cabinet and the Provost's Council.

The CBO has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the UH Mānoa as they pertain to campus financial management and administrative services. Established campus policies are endorsed by the Provost, approved by the President, and disseminated and published on the official Mānoa policies, procedures, and guidelines website.

The CBO consults the President, Provost, Vice Provosts, deans, directors and governance representatives of the faculty, staff, student groups as appropriate in developing and implementing campus policies and procedures. In addition, the CBO coordinates with the offices of the President and with the Mānoa Cabinet, the Provost's Council, and the Mānoa Leadership Team on financial and administrative matters as appropriate.

The CBO provides leadership and strategic direction for the following units:

- Financial Management and Analysis
- Business Services Center

**FINANCIAL MANAGEMENT AND ANALYSIS – Org Code: MABDMA**

This unit is responsible for the financial management for the campus including long range financial planning, comprehensive campus analytics, financial and management reporting, budget preparation and implementation, position control, and campus reserve management. This unit also reviews proposed programmatic changes for financial impact to campus budget.

Major functions include:

1. Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation and coordination of budget testimonies to the legislature, and analysis of various versions of the budget.
2. Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution policies and instructions; monitoring and analysis of expenditures and reserve balances; position control; and review of unfunded budget proposals. Allocates academic resources and academic positions in accordance with Provost's directives.
3. Provide external financial reporting, management data and reporting, financial analysis of campus units, and comprehensive campus analytics in support of decision making.
4. Interface with UH Chief Financial Officer (CFO), the State financial leadership, and the Legislative representatives regarding all UH Mānoa management matters.
5. Prepares intermediate and long-term financial projections in support of operating budgets and the University and campus strategic plans.
6. Reviews proposed programmatic changes for financial impact.

**BUSINESS SERVICES CENTER – Org Code: MAFSAC**

This unit is responsible for providing administrative services for the campus including interfacing with UH CFO, State, and Legislature regarding all UH Mānoa management matters, communication of new policies/procedures to affected employees, coordination and review of organizational reports and reorganizations, oversight of audit responses, and performance of compliance reviews. Provides comprehensive financial and human resources services for end users of various offices. Reviews action memos, legal services requests and other documents generated by campus units prior to submission to President.

Major functions include:

1. Keeps abreast of University accounting policies and procedures and manages compliance of these among campus fiscal administrators; conducts compliance reviews of campus units to identify areas for improved consistency and adherence to policies and procedures; provides guidance regarding best practices.
2. Provides fiscal training and mentoring to campus fiscal administrators.
3. Provides guidance and assistance to campus fiscal administrators in preparation of internal and external audit responses. Oversees development and implementation of corrective action plans addressing audit and risk management findings and recommendations.
4. Provides comprehensive business office services to designated units, including fiscal and human resources services as applicable.
5. Provides back-up fiscal support to campus units experiencing staff shortages.
6. Coordinates annual organizational reports and re-organization requests; advises with regard to applicable policies and procedures.