

Academic Support Services Responsibilities

Financial Business Managers

- Annual budget and merit process
- Capital purchase planning
- Facilitate Concur activities
- Position budgeting/position control
- Payroll maintenance activities
- Year-end close activities
- Tax compliance support
- Financial reporting and structure
- Gift reporting/analysis
- Financial strategy and leadership
- Serve as budget and finance point of contact with school/college

Accounting Liaisons

- Journal processing
- JE process uploads
- Invoice review and submission
- Non-invoice payment review and submission
- Extra-compensation requests/review
- Assist with annual budget process
- Assist academic area faculty and staff with process questions
- Assist academic area faculty and staff with inquiries and assist with obtaining/information regarding W9s, ICDs, POs, etc.
- Other transaction duties as determined.