

Roles and Responsibilities

Vice President for Finance and Operations: The Vice President for Finance and Operations oversees all financial operations of the College. They have the must approve all Internal Approval Forms (GC1) , Budget Transfer Requests (GC2) forms and Journal Entries.

Budget Office: The College Budget Offices provide leadership in all aspects of the business and financial functions of the college, including sponsored project/grants. Review all journal entries and enter General Fund journals into PeopleSoft. Maintain all files for Journal Entries

- Preparation and Submission of Annual Budget
- Manage College Obligations and Expenditures
- Send out weekly budget reports by email
- Send out bi-monthly payroll reports to departments and Grant PI's.
- Process Budget Transfer Forms
- Process all forms in a timely manner

Department/Division: Each department or division within the College is responsible for the budget allocated to them each Fiscal Year.

- Initiate all journal entries to move expenses to correct chartstrings. Including getting appropriate approval signatures
- Initiate all budget transfers to move budget to meet the needs of the department.