

**DIVISION OF BUSINESS & FINANCE**

**OFFICE OF ADMINISTRATIVE SERVICES**

**OVERVIEW**

May 10, 2007

## **PURPOSE**

Administrative Services serves as a support unit primarily to the Division of Finance and Operations. The office's primary functions include, but are not limited to the following:

- Create and distribute accurate and timely reports, including, but not limited to monthly reports of revenues, expenditures, and fund balances, as requested by respective offices for internal analysis and evaluation;
- Document and implement an appropriate system for records retention;
- Develop on-going training materials/modules to meet the needs of Finance and Operations employees in the use of financial and analytical tools;
- Work with department heads to develop sound fiscal policies to assure preservation of the University assets and provide for accurate, timely publication and notification of fiscal policies and procedures to affected offices and the campus community; and
- Support the Division of Finance and Operations in other administrative capacities which include, but are not limited to Payroll, Grants and Contracts, Financial Services, and Budget and Financial Analysis, etc.

## **PROVIDING REPORTS FOR INTERNAL ANALYSIS**

Providing reports in a timely manner is essential to allowing managers and senior management to make informed decisions about the future direction of the University. Along with allowing for cost/benefit analyses, it also helps establish performance standards and guidelines. These reports are to be provided in a timely manner. Our office provides reports to departments within Finance and Operations that assist with the day to day operation of their units. These reports are primarily created utilizing Microsoft Access, Oracle Database Connection (ODBC) and tables within the Banner System. Data is extracted via ODBC utilizing Access queries and are formatted using reporting tools. Data is set up into switchboards and are made available to each department head so they can retrieve the data at the touch of a button. Reports and switchboards are designed to meet the needs of each individual department.

## **RECORDS RETENTION**

Records retention includes establishing guidelines for the life cycle of a record; from its creation to its destruction. A record is defined as any tangible documentation of transactions/communication/agreements, etc. that have taken place within the department that may need to be retrieved at a later time either for reference, audit, etc. Record retention schedules are established by the Mississippi Department of Archives and History (MDAH). We are responsible for disseminating the schedules to Finance and Operations and ensuring they are being followed by each of our respective offices. Each office will be primarily responsible for taking inventory of their records. Administrative Services, along with the department, is responsible for ensuring storage and safeguarding these records until they are no longer needed and properly disposing of these records. We are also responsible for being able to access these records in a timely manner when they are needed.

## **TRAINING DIVISIONAL EMPLOYEES**

Training for University employees is an important aspect of employee development, providing excellent customer service and keeping employees abreast of technological advances relative to their jobs. Training for divisional employees includes training on Microsoft Office products: Word, PowerPoint, Access and Excel. Training may also include training on Banner and basic operation of the computer. It is our goal that every employee be at an acceptable level of competency as it relates to the operation of the above software package, among others. This will be accomplished by having periodic and regular training sessions designed around the needs of the user. Sessions will be held for departments as well as on an individual basis. Measurement tools will be used to assess the employee's level of proficiency and to make recommendations for their specific training course. In order to train divisional employees, we must constantly assess the skills level of employees to determine their level of need.

## **ADMINISTERING FISCAL POLICIES AND PROCEDURES**

Administering fiscal policies and procedures includes setting the framework for ensuring that each one of the departments within Finance & Operations has written policies and procedures to operate its department effectively. Policies are the overriding principles that set the direction for the department. Procedures establish how the policies will be carried out. Therefore, it is the responsibility of the Office of Administrative Services to work with each department individually, as well as, collectively to ensure policies are communicated among departments within Finance and Operations, as well as, the University as a whole. It is our goal to stay abreast of the latest developments within the context of Finance and Operations and to make recommendations as necessary to implement new policies and/or improve current policies and/or practices.