Responsibilities of the Office of the Treasurer (OT)

I. Purpose
To define the responsibilities and organizational structure of the Office of the Treasurer.

II. Responsibilities
The Office of the Treasurer will provide leadership, education and assistance for the effective financial management of all academic and administrative units of the University and its affiliated corporations as defined in Business Procedure E-1-0. The OT will manage and dispense financial resources in accordance with applicable policies, restrictions, regulations and laws. Duties include the following:

A. Controller
1. Administer the procurement card
2. Calculate the facilities and administrative rate and the miscellaneous fringe benefit rate
3. Coordinate external financial audits
4. Maintain official accounting systems, and records and related systems of internal control
5. Maintain records for capital assets and related depreciation, including maintenance of the eBARS system for equipment and space inventory
6. Maintain the accounts payable system and make disbursements
7. Prepare internal and external financial reports, including financial statements
8. Prepare tax returns
9. Provide payroll services
10. Provide post-award grant accounting, including oversight of the Time and Effort Certification System (FES)
11. Provide travel management services

B. Treasury
1. Identify and manage risks of loss
2. Manage long-term debt, including capital leases and bonds
3. Manage treasury and investments, including endowments and cash deposits
4. Provide accounting and reporting of endowed funds
5. Provide banking and merchant card services, including management of contracts with providers
6. Approve the facilities and administrative rate negotiated by the Vice President for Research in consultation with the Provost and Executive Vice President for Finance and Administration.
III. Organizational structure

In order to carry out assigned duties and responsibilities, the Office of the Treasurer is divided into organizational units, as follows:

1. Controller
   a. Accounts Payable
   b. General Accounting
      1) Benefits Financial Accounting
      2) Financial Accounting and Reporting
      3) Plant Assets Inventory
   c. Payroll
   d. Sponsored Projects Accounting
   e. Travel Management Services

2. Treasury
   a. Endowment Investments
   b. Treasury Operations
      1) Endowment Services
      2) Risk Management
      3) Treasury Services