SS – Fiscal – Delineation of Duties

Shared Services
UNIVERSITY of ALASKA ANCHORAGE

Fiscal Tech 3

- Daily Transactions
- Gift cards/ subject payment
- Course Fees – Soft Ledger
- Honoariums
- Direct Pays/ EE reimbursement
- Signature Cards
- Travel
- JVs
- P- Card
- 10K

Fiscal Tech 4

- Train FT3
- Complex transactions
- Multi-fund sources – soft ledgers
- Instruction support centers
- Oversee travel
- LRs
- JVs
- Research Errors
- Deposits
- 20K
- Gift cards/ subject payment
- Created Invoices
- P-Card

Fiscal Pro 2

- Train FT4
- Transactions monitoring/ compliance
- Foundation/ RDH reimbursement
- Larger purchases
- TVEP oversight
- Labor reports & allocation of labor
- Gift cards/ subject payment
- Create invoices for collection
- P-Card Waiver Approval
- 50K
- Soft Ledgers
- P-Card Department Cards Approvals

Senior Fiscal Pro 3

- Train FP2
- Supervisor
- Shared Service P-cards approvals
- Invoices
- Transactions
- Identify needed transfers
- Oversight of Soft Ledger
- Approve LRs
- Fiscal Close out
- ?K
- Review & approve purchases
- Approve Rep/ non Rep

SBO

- BR
- Management Reports
- Advise
- Identify errors
- PCN
- Base Budget
- Course Fees
- Monitor Revenue
- Run Faculty Time off report

SS – Fiscal – Delineation of Duties

	> 50K	50K	20K	10K	Daily Transactions	Course fee - Soft Ledgers	Honorariums	Direct Pay/ employee reimbrusement	Signature cards	travel	JVs	P-Cards	Train FT3	complex transactions	Multi fund sources- soft ledgers	Instruction support centers	Overseas travel	LR's	Research errors	Deposits	Fund to soft ledgers	Created invoices	P- card	Train FT4	Transactions monitoring\ compliance	Foundation\ RDH reimbursement	Larger purchases	TV EP oversight	Labor reports and allocation of Labor	Gift cards\ subject payment	Create invoices for collection	Soft ledgers	Train FP2	Supervisor	Approve P- card charges allowability	Invoices	Transactions	Identify needed transfers	Oversight of soft ledgers	Approval of LR's	Final closeout	Review and approve purchases	Approve Rep/ non Rep	BR	Management Reports	Advise	Identify errors	Orgs	PCNs	Base Budget	Course Fees	Monitor Revenue
FT3				x	x	x	x	x	x	x	x	x																		x																							
FT4			x								x		x	x	x	x	x	x	x	x	x	x	x							x																							
FP2		x																					x	x	x	x	x	x	x	x	x	x																						
FP3	x																																x	x	x	x	x	x	x	x	x	x	x										
SBO	x																																										x	x	x	x	x	x	x	x	x