Business Service Center Core Services

- **Budgeting:** To aid in the creation and establishment of assigned program and unit expense and revenue budgets, of all categories, as well as direct the required activities for their monitoring and maintenance, modeling, and planning along with the corollary work of providing high level financial controls to ensure adherence to USNH policies, related regulatory requirements, and the accepted standards of relevant institutional administrative policies and practices.

- **Administrative Coordination:** To act as the coordinating point between assigned units and the institution’s central offices, in specified matters of administrative, budgetary, and personnel processes and procedures, remaining current in these areas to both perform the related service functions, (such as processing the hiring of faculty and staff, payroll, purchasing, budgeting, grants maintenance, travel expenses etc.), and to effectively advise and inform their assigned units of these policies and procedures, and orient them in their application. Also to act as the key point through which approvals for the disposal of University equipment are obtained and the sale or disposal of such equipment reviewed and monitored. In addition, to provide advice and counsel to assigned units with the goal of seeking innovative and collaborative ways to improve administrative, financial, and personnel practices within and among the units assigned to the business service center.

- **Management Reporting and Inquiry Response:** To utilize a variety of management reporting and inquiry tools to produce both standardized and ad hoc financial reports, to advise, update, analyze, and report on department, college, program, or grant budgets for unit heads, principal investigators, and institutional officers.

- **Personnel and Payroll Actions:** To process, at the request of assigned units, all hiring, termination, leave, and related personnel and payroll transactions either electronic or print based such as those required for the hiring of permanent faculty and staff, and for temporary appointments (part-time faculty, graduate assistants, contract, hourly, and work-study labor). And further, to process all payroll related actions for non-status employees, as well as any payroll or appointment adjustments for permanent operating staff, PAT staff, extension educators, faculty, academic administrators, and principal administrators, and maintain the relevant supporting documentation for these personnel and payroll transactions. All actions undertaken in these assigned personnel and payroll activities must also be accomplished with consideration for all applicable institutional polices and relevant legal requirements.

- **Purchasing and Accounts Payable/Receivable:** To generate documents in the institution’s financial computing system and manage the associated manual
processes required in the purchasing of goods and services whether they are provided by entities internal or external to the institution, assisting with vendor quotes, and obtaining the required approvals for expenditures, and maintaining supporting documentation and permanent records regarding these purchases. This includes the related duties of overseeing the PCARD, or related convenience check processes, for their assigned card holders including the appropriate apportionment of charges to varied accounts, with accompanying receipt verification and records maintenance. Additionally, to establish the appropriate processes for the billing of goods and services, and related accounts receivable processes for their assigned units where, and when appropriate, and the proper recording of those charges and the receipt of payments.

- **Travel/Meals/Entertainment Related Expenses:** To be cognizant of, as well as articulate in, the institution’s policies relative to the expenditure of all types of institutional funds for travel, allowable business meals, and entertainment, with the accompanying duty to apply them in practice. This may include providing assistance with making and paying for travel arrangements, the processing of travel advance payments, or reimbursement for travel related meals or support expenses, business meals or an array of expenses associated with the category, ‘entertainment’. Providing such services includes ensuring that the appropriate rationales and approvals for travel, business meals, and entertainment expenses are obtained, (including, but not limited to, such approvals for meals, events, or travel which include spouses or guests).

- **Cash Controls and Deposits:** To create and maintain adequate controls for the secure handling of cash and checks, (and where applicable, credit card receipts), including but not limited to preparing, making, and verifying bank deposits and their associated accounting entries, as well as overseeing institutionally approved petty cash funds with an associated responsibility for their security, reconciliation, and replenishment, and for enforcing institutional polices regarding their usage.