Description of Responsibility		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
2	Updating the Baseline Standards Form.	Dr. Suzanne Kieffer (Director)	
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Ursula Ollivierre (DBA)	
2	Reviewing cost center verifications.	Ursula Ollivierre (DBA)	
3	Approving cost center verifications.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
4	Ensuring all cost centers are verified/approved on a timely basis.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
2	Ensuring the validity of travel and expense reimbursements.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
3	Ensuring that goods and services are received and that timely payment is made.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
4	Ensuring correct account coding on purchases documents.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
5	Primary contact for inquiries to expenditure transactions.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Caroline Watkins (Asst. DBA)	Ursula Ollivierre (DBA)
2	Reconciling bi-weekly leave accruals to the HR System.	Caroline Watkins (Asst. DBA)	Ursula Ollivierre (DBA)
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Caroline Watkins (Asst. DBA)	Ursula Ollivierre (DBA)
4	Ensuring all monthly leave is recorded and approved in the HR System.	Caroline Watkins (Asst. DBA)	Ursula Ollivierre (DBA)
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll	Caroline Watkins (Asst. DBA)	Ursula Ollivierre (DBA)
6	Completing termination clearance procedures.	Caroline Watkins (Asst. DBA)	Dr. Suzanne Kieffer (Director)
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Ursula Ollivierre (DBA)	
9	Maintaining departmental Personnel files.	Caroline Watkins (Asst. DBA)	Ursula Ollivierre (DBA)
10	Ensuring valid authorization of new hires.	Dr. Suzanne Kieffer (Director)	Ursula Ollivierre (DBA)
11	Ensuring valid authorization of changes in compensation rates.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
12	Ensuring the accurate input of changes to the HR System.	Ursula Ollivierre (DBA)	
13	Propriety of leave account classification on time records.	Ursula Ollivierre (DBA)	
14	Consistent and efficient responses to inquiries.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)

Description of Responsibility		Primary (Required)	Secondary (Optional)
CASH HANDLING			
1	Collecting cash, checks, etc.	Sharon Terrell (Financial Coor.), and Amy Petesch (Program Manager, Clinical Psychology)	Ursula Ollivierre (DBA)
2	Reconciling cash, checks, etc. to receipts.	Ursula Ollivierre (DBA)	
3	Preparing deposits.	Sharon Terrell (Financial Coor.)	Amy Aragon (Admin Asst)
4	Preparing Journal Entries.	Sharon Terrell (Financial Coor.)	Amy Aragon (Admin Asst)
5	Verifying deposits to the financial system.	Ursula Ollivierre (DBA)	
6	Adequacy of physical safeguards.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
7	Transporting deposits to Student Financial Services.	UH Police	
8	Ensuring deposits are made timely.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
9	Ensuring "Acknowledgement of Cash Handling Duties" form is completed by all appropriate employees	Ursula Ollivierre (DBA)	
10	Updating Cash Handling Procedures as needed.	Ursula Ollivierre (DBA)	
11	Consistent and efficient responses to inquiries.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
PETTY CASH			
1	Preparing petty cash disbursements.	Sharon Terrell (Financial Coor.)	
2	Ensuring petty cash disbursements are not for more than $100.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
3	Ensuring petty cash disbursements are made for only authorized purposes.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
4	Approving petty cash disbursements.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
5	Replenishing the petty cash fund timely.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
6	Ensuring the petty cash fund is balanced after each disbursement.	Sharon Terrell (Financial Coor.)	Ursula Ollivierre (DBA)
LONG DISTANCE / CELL PHONE CHARGES			
1	Forwarding employees long distance and cell phone charge reports.	Caroline Watkins (Asst. DBA)	
2	Ensuring employees review their long distance and/or cell phone charge reports.	Caroline Watkins (Asst. DBA)	
3	Ensuring personal calls are reimbursed within 10 days from the billing date.	Caroline Watkins (Asst. DBA)	Ursula Ollivierre (DBA)
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Ursula Ollivierre (DBA)	Dr. Suzanne Kieffer (Director)
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Caroline Watkins (Asst. DBA)	Alex Botti (Microsystems Analyst)
2	Ensuring the annual inventory was completed correctly.	Caroline Watkins (Asst. DBA)	Alex Botti (Microsystems Analyst)
3	Tagging equipment.	Alex Botti (Microsystems Analyst)	Caroline Watkins (Asst. DBA)
4	Approving requests for removal of equipment from campus.	Dr. Suzanne Kieffer (Director)	

	Description of Responsibility	Primary (Required)	Secondary (Optional)
	DISCLOSURE FORMS		
1	Ensuring all employees with purchasing influence complete a Related Party disclosure statement.	Dr. Suzanne Kieffer (Director)	
2	Ensuring all full time, benefits eligible, exempt staff complete a Consulting disclosure statement.	Dr. Suzanne Kieffer (Director)	
3	Ensuring that all Principal and Co-Principal Investigators complete a Conflict of Interest disclosure statement.	Dr. Suzanne Kieffer (Director)	
	ACCOUNTS RECEIVABLE		
1	Extending of credit.	NA	
2	Billing.	Amy Petesch (Program Mgr)	
3	Collection.	Amy Petesch (Program Mgr)	
4	Recording.	Amy Petesch (Program Mgr)	
5	Monitoring credit extended.	NA	
6	Approving write-offs.	NA	
	NEGATIVE BALANCES		
1	Ensuring that all fund groups have positive fund equity at year-end.	Ursula Ollivierre (DBA)	
2	Ensuring that research expenditures are covered by funds from sponsors.	Ursula Ollivierre (DBA)	
	DEPARTMENTAL COMPUTING		
1	Management of the departments' information technology resources.	Alex Botti (Microsystems Analyst)	
2	Ensuring that critical data back up occurs.	Alex Botti (Microsystems Analyst)	
3	Ensuring that procedures such as password controls are followed.	Alex Botti (Microsystems Analyst)	
4	Reporting of suspected security violations.	Alex Botti (Microsystems Analyst)	