	Description of Responsibility	Nellie Gonzalez - DBA	
		Primary (Required)	Secondary (Optional)
	DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS		
1	Ensuring the Departmental Policy and Procedures manual is current.	Nellie Gonzalez - DBA	Marina Tristan-Asst. Director
2	Updating the Baseline Standards Form.	Nellie Gonzalez - DBA	
	FINANCIAL REPORTING - COST CENTER VERIFICATIONS		
1	Preparing cost center verifications.	Nellie Gonzalez - DBA	Jamie Zarate-Office Coordinator
2	Reviewing cost center verifications.	Nellie Gonzalez - DBA	
3	Approving cost center verifications.	Nicolas Kanellos - Director	Marina Tristan-Asst. Director
4	Ensuring all cost centers are verified/approved on a timely basis.	Nellie Gonzalez - DBA	
	FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS		
1	Ensuring valid authorization of purchase documents.	Nellie Gonzalez - DBA	
2	Ensuring the validity of travel and expense reimbursements.	Nellie Gonzalez - DBA	
3	Ensuring that goods and services are received and that timely payment is made.	Nellie Gonzalez - DBA	
4	Ensuring correct account coding on purchases documents.	Nellie Gonzalez - DBA	
5	Primary contact for inquiries to expenditure transactions.	Nellie Gonzalez - DBA	
	PAYROLL / HUMAN RESOURCES		
1	Ensuring all bi-weekly reported time and leave are approved before the deadlines set by Payroll, so that the correct hours are recorded and paid on each bi-weekly paycheck.	Nellie Gonzalez - DBA	Marina Tristan-Asst. Director
2	Ensuring all monthly leave is recorded and approved before the deadlines set by Payroll.	Nellie Gonzalez - DBA	
3	Reconciling approved reported time and leave (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
4	Completing termination clearance procedures.	Nellie Gonzalez - DBA	
5	Ensuring terminated employees are no longer charged to departmental cost centers.	Nellie Gonzalez - DBA	
6	Maintaining departmental Personnel files.	Nellie Gonzalez - DBA	
7	Ensuring valid authorization of new hires.	Nellie Gonzalez - DBA	
8	Ensuring valid authorization of changes in compensation rates.	Nellie Gonzalez - DBA	
9	Ensuring the accurate input of changes to the HR System.	Nellie Gonzalez - DBA	
10	Consistent and efficient responses to inquiries.	Nellie Gonzalez - DBA	

		Nellie Gonzalez - DBA	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
CASH HANDLING			
1	Collecting cash, checks, etc.	Eloisa Perez-Lozano-Marketing Coordinator	Victoria Castillo-Marketing Coordinator
2	Reconciling cash, checks, etc. to receipts.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
3	Preparing deposits.	Jamie Zarate-Office Coordinator	Vero Romero- Research Asst.
4	Preparing Journal Entries.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
5	Verifying deposits posted correctly in the Finance System.	Nellie Gonzalez - DBA	
6	Adequacy of physical safeguards of cash receipts and equivalent.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
7	Secure deposits via UHDPS to Student Financial Services.	Jamie Zarate-Office Coordinator	
8	Ensuring deposits are made timely.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Nellie Gonzalez - DBA	
10	Updating Cash Handling Procedures as needed.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
11	Distribution of Cash Handling Procedures to employees who handle cash.	Nellie Gonzalez - DBA	
12	Consistent and efficient responses to inquiries.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
PETTY CASH			
1	Preparing petty cash disbursements.	n/a	
2	Ensuring petty cash disbursements are not for more than $100.	n/a	
3	Ensuring petty cash disbursements are made for only authorized purposes.	n/a	
4	Approving petty cash disbursements.	n/a	
5	Replenishing the petty cash fund timely.	n/a	
6	Ensuring the petty cash fund is balanced after each disbursement.	n/a	
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Sylvia Rodriguez-Financial Asst.	Nellie Gonzalez - DBA
2	Ensuring the annual inventory was completed correctly.	Nellie Gonzalez - DBA	
3	Tagging equipment.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
4	Approving requests for removal of equipment from campus.	Jamie Zarate-Office Coordinator	Nellie Gonzalez - DBA
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Nellie Gonzalez - DBA	
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Nellie Gonzalez - DBA	
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	Nellie Gonzalez - DBA	

Description of Responsibility		Nellie Gonzalez - DBA	
		Primary (Required)	Secondary (Optional)
ACCOUNTS RECEIVABLE			
1	Extending of credit.	Sylvia Rodriguez-Financial Asst.	
2	Billing.	Sylvia Rodriguez-Financial Asst.	
3	Collection.	Sylvia Rodriguez-Financial Asst.	
4	Recording.	Sylvia Rodriguez-Financial Asst.	
5	Monitoring credit extended.	Sylvia Rodriguez-Financial Asst.	
6	Approving write-offs.	Nicolas Kanellos - Director	
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Nellie Gonzalez - DBA	
2	Ensuring that research expenditures are covered by funds from sponsors.	Nellie Gonzalez - DBA	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Nellie Gonzalez - DBA	
2	Ensuring that critical data back up occurs.	Nellie Gonzalez - DBA	
3	Ensuring that procedures such as password controls are followed.	Nellie Gonzalez - DBA	
4	Reporting of suspected security violations.	Nellie Gonzalez - DBA	