



*Learning &
Assessment
Services*

BASE AUGMENTATION REQUEST

FY 2010
2009-2010

Request for a LAS Accountant

As Learning & Assessment Services has continued to grow and develop, its accounting needs have also grown and become increasingly complex. LAS now has a large number of accounts of varying budgeting types with a diversity of funding sources, each with its own set of regulations and reporting requirements. This growth is the result of LAS responding to UH needs by increasing its resources and services to the UH community. LAS current funding and accounts consist of : State funds, SFAC funds, various grants and contracts from the federal and state level and from foundations and gift funds.

To meet this need, LAS is requesting funding for the position of an accountant. The seven LAS units which provide these services to the UH community do not have individual staff to provide these business functions. Rather, LAS provides these for the entire department. An accountant will tremendously assist in planning the budget needs of all the various programs and services of LAS. In addition this staff person will coordinate, manage, monitor and recommend changes in LAS budgets and related financial matters. Adding this position will also free up some time of the Executive Director and other staff to respond to the growing demands for assessment services.

Thus, LAS requests the funding to create a new position, that of Accountant, to manage this complex of accounting systems. Duties of this position include:

- Monitor all LAS accounts
- Reconcile all LAS accounts
- Develop appropriate documentation to ensure LAS compliance with all UH policies and procedures
- Develop appropriate documentation and tracking systems to ensure LAS is in compliance with all requirements of all internal and external funding sources
- Coordinate with LAS Principal Investigators and UH OCG re externally funded accounts
- Assist with cost analysis and pricing
- Conduct Market Analysis to support LAS pricing decisions
- Coordinate all financial reporting
- Oversee LAS inventory
- Assist with budget planning
- Other duties as assigned by the LAS Executive Director.

2010 Budget Request

Note: Since all LAS funding is for salaries, an additional augmentation of \$552.00 is needed for administrative charges.

Accountant-Midpoint	\$36,608.00
Fringe Benefits	10,168.76
Subtotal	46, 776.76
Administrative Charges	2,479.17
Accountant Total	\$49,255.93
Additional Admin. Costs	552.00
GRAND TOTAL	\$49,807.93