

**University Administrative Business Center
Responsibilities of Outreach and Engagement Fiscal Officer and UABC**

Outreach and Engagement Fiscal Officer

- Extension Budget worksheets and forecasts. Works with Kathy Chase, UABC Accountant 2, on folding County budgets into overall Extension budget and forecasts.
 - Program areas
 - Open campus
 - PACE
 - EESC
 - Outdoor School
- JV entry – For Extension Administration
- JV budget approval 1WXE – Review and approval for programs and counties
- Foundation reimbursements/tracking for Extension Administration
- Federal benefits (coordinated with UABC Accountant 2)
- Federal capacity grants (tracking and reporting)
- Preparation of SWPS annual performance measures
- Financial statement write-ups
- Outreach and Engagement financial reporting, forecasting, strategy
- Training (coordinated with UABC)
- General funding agreements related to OSU fee book and fees for service. Managing credit card Machines and Extension online Ideal-logic credit card fees
- Extension Administration fee book
- Compensated absence liability (coordinated with UABC Accountant 2)

UABC Accountant 1

- Admin employee personal and travel reimbursement input
- Admin vendor invoice payment input
- Admin PCard charge distribution
- Journal Voucher (JV) request input
- Touchnet cashiering
- Time entry coordinator for labor changes during time entry

UABC Fiscal Coordinator 1

- County invoice approvals
 - County Office Manager liaison
 - Extension Administration Liaison
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**University Administrative Business Center
Responsibilities of Outreach and Engagement Fiscal Officer and UABC**

- Training (coordinated with O&E Fiscal Officer)

UABC Accountant 2

- County budgets/projections/reporting
- Labor distributions processing
- Fee book development
- Year-end assistance and coordination
- Compensated absence liability (coordinated with Fiscal Officer)
- Federal benefits (coordinated with O&E Fiscal Officer)

UABC Buyer

- Purchase Requisitions exceeding \$5,000
- Personal Service Contracts - PSCs
- Liaison with PCMM - POs and contracts
- Strategic sourcing

UABC Grants and Contracts Coordinator

- Grants/contract administration – pre and post award
 - Grant proposal development review
 - Grant budget and expenditure oversight
 - Grant budget changes
 - Grant monthly financial status reports
 - Grant redistribution of payroll – Works with Kathy on labor distributions due to other Extension funding
 - PAR Forms
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