

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.3	Office of Financial Operations	Revised:	
<b>Policy 5.3.2</b>	<b>Responsibilities And Activities</b>	Responsibility:	Vice President and Chief Information Officer

## **RESPONSIBILITIES AND ACTIVITIES**

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### **Accounting**

The accounting area consists of the development, maintenance and general administration of the Information Management and Services (IMS) accounts. Preparation of the IMS “Annual Financial Report” and other periodic financial reports and the implementation and maintenance of internal controls over the IMS financial resources are also responsibilities found in this area. Other accounting functions include general ledger, posting, and finance projects. The IMS departments for which the Office of Financial Operations (OFO) is the central point include: Computing Resources, Telecommunications and Networking, Academic Informatics Services (AIS), Office of Educational Resources, Integrated Management Information Service, as well as offices of the Vice President and Chief Information Officer (VP/CIO) and OFO.

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### **Budget and Research**

The budget and research area consists of reporting to the VP/CIO on the overall development, maintenance and administration of the IMS budget, including its various funds. The OFO serves as the VP/CIO’s fiscal arm and has the authority to determine the appropriateness of transactions affecting the IMS funds and to record these transactions properly as part of the Health Science Center’s official financial records. The OFO also works in coordination with the IMS departments in budget preparation.

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### **Financial Management**

The financial management area consists of providing short-term and long-term strategic financial planning in order to efficiently and effectively utilize the IMS financial resources to help accomplish its various goals and objectives.

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### **Billing**

The billing area consists of conducting or providing technical support to IMS departments with billing and other charges.

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