

Department: Accounting/Payroll

What are the main objectives of your unit and how do you measure success in achieving them? How do you review and evaluate your department's yearly performance?

This unit exists to safeguard the assets of Adams State University and the State of Colorado by accurately and timely processing of accounting, accounts payable, audit and fiscal reporting, payroll and travel. Successfully achieving the main objectives is measured by the results of our annual financial statement audit and by serving the faculty, staff & students of the University in a way that satisfies their needs. We provide fiscal reporting to the State Controller, Office of the State Auditor, Higher Learning Commission, and other agencies. Review and evaluation of this department's yearly performance is based only on evaluation of the staff members' annual evaluations by their respective supervisors and the financial statement audit report findings.

In what ways does your unit relate to other units of the university, academic and non-academic?

Accounting works directly and/or indirectly with all departments on campus in the processing of accounts payable, travel & payroll. We maintain inventory of fixed assets and depreciation schedules. Bill paying, check writing, journal entries, bank reconciliations, bond payments, cash management, sales tax, event card management, travel assistance and compliance, PCI compliance, wire transfers, and closing cashiering sessions are additional examples.

What resources do you need to improve your services to a superior level? How could the university help your unit do its job better?

Banner training for finance and payroll are needed to help us better utilize the functions of our ERP system in order to gain efficiencies. There are some features we don't have functionally set up. One example would be the implementation of Banner's bank reconciliation capabilities. A financial reporting system that integrates with Banner is required, as the current Access database requires a great deal of maintenance for which we do not currently have the expertise.

Do you see needs and demands for services that your unit cannot currently meet? If so, what are they, and how do they relate to the university's mission?

Our limited staffing creates challenges with cross training. We work hard to ensure uninterrupted services in accounting, payroll, accounts payable and travel, but we also need to limit access points for internal controls. Additional training that relates to Banner finance and payroll along with financial reporting systems would create efficiencies in our department that would allow for better cross training and internal controls.