

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.3	Business Office	Revised:	December 2009
Policy 5.3.2	Responsibilities and Activities	Responsibility:	Vice President and Chief Information Officer

RESPONSIBILITIES AND ACTIVITIES

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 Information Management & Services Business Office (IMS-BO) is the central point include: Academic Technology Services (ATS), Information Management Client Support Services (CSS), CTRC/Information Technology (CTRC-IT), Integrated Information Management Systems (IMIS), Information Security and Assurance (IMS-ISA), Systems & Network Operations (SNO), as well as offices of the Vice President and Chief Information Officer (VP/CIO).

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.

Billing

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

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 IMS-BO 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 IMS-BO also works in coordination with the IMS departments in budget preparation.

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Process Improvement

The process improvement area consists of the overall development, maintenance, and administration of the IMS accounting and financial functions to integrate best practices with current technology. The IMS-BO consults and coordinates with other IMS Departments (and external Health Science Center departments) to facilitate and implement standardized process improvements to include green initiatives.
