

**OFFICE FOR BUSINESS AFFAIRS**

R. Neil Hawk, B.B.A.	Vice Chancellor for Business Affairs
Patty Deese, A.S.	Director of Accounts Payable
Paulette Dial, B.S.A.S.	Systems Accountant
Larry Freeman	Director of Physical Plant
David Helton, B.S.	Director of Police & Public Safety
Arthur Hems, B.S.	Safety Officer
Natasha Jacobs, B.S.	Foreign Visitors Accounting Technician
Ila Killian, B.S.A.S.	Controller
Roger Killian, B.A., M.A.	Financial Planning & Budgets
Kate Locklear	Human Resources Director
Penny Locklear, B.S.	Payroll Officer
Mike Nance, B.S.	Director of Food Services
Christine Perry, B.S.	Bursar
Judy Presley, B.S.	Reporting Officer
Karen Staab, B.S., MBA	Grants Accountant
Karen A. Swiney, B.A.	Bookstore Manager
Bess Tyner, B.S., M.M.E., P.E.	Director of Design and Construction
Edward Schempp, B.A., M.A.	Director of Business Services
Ronald Bullard, A.S.	Mail Center Supervisor
Gloria Chavis	Central Stores Manager
(Vacant)	Printing Department Manager

2-9.1 Controller

The Controller's major areas of responsibility include cash receipts, cash disbursements, student accounts and loans, payroll, accounting systems, fixed assets accounting, grants accounting, endowment accounting, UNCP Foundation accounting, and the reporting on and maintenance of the financial records for UNCP and UNCP Foundation.

2-9.2 Director of Financial Planning and Budgets

The Director is responsible for coordinating the financial planning process with the University planning process. Included within this task will be budget development, analysis, control, and reporting to University departments, as well as State and Federal agencies.

2-9.3 Director of Business Services

The Director oversees the general purchasing activities for all academic and administrative departments on campus. Duties include receiving requisitions from the departments, obtaining competitive bids, placing purchase orders with vendors, vending

contracts, and Braves One Card. The Director is also responsible for the sale of surplus property on campus and establishment of service contracts. The Business Services department consists of Purchasing, Central Stores, Central Receiving, Post Office, Fixed Assets, Print Shop, and Surplus Property.

#### 2-9.4 Bookstore Manager

The University Bookstore is operated as an Auxiliary Enterprise under the direct supervision of the Bookstore Manager. The Bookstore is a part of the Business Affairs Division. It sells textbooks, school supplies, soft goods, and miscellaneous sundry items.

#### 2-9.5 Director of Physical Plant

The Director of Physical Plant is responsible for management of the ongoing daily operations of building services, facilities maintenance services, and grounds/landscape services. Further responsibilities include vehicle reservations, energy management, University recycling, and administration of University Key Policy.

#### 2-9.6 Director of Food Services

The University Cafeteria is operated under the general supervision of the Vice Chancellor for Business Affairs and is contracted out to Sodexo-Marriott Corporation. Sodexo-Marriott provides student meal plans, a sandwich snack shop, and catering services.

#### 2-9.7 Printing Department Manager

The Manager is responsible for providing printing, copying, and reproduction services for all departments on campus.

#### 2-9.8 Central Stores Manager

The Central Stores Manager is responsible for receiving, fixed asset tagging, and delivering purchased items on campus. Central Stores also maintains a supply of expendable items that are available to all institutional departments at a reasonable charge.

#### 2-9.9 Payroll Officer

The Payroll Officer is responsible for compiling, preparing, and maintaining accurate information to be submitted to the Office of the State Controller - Payroll Section. This includes calculating pay rates and preparing all payroll and deduction changes on transmittals for all payrolls. The Payroll Officer updates the payroll file sent from Office of the State Controller into the Financial Records System (FRS); prepares documentation and reconciliation reports for medical insurance; works with other agencies to collect payments for such items as

child support and delinquent taxes; and reconciles, deposits, and disburses the funds received from Central Payroll that were deducted from employees= checks for various items; such as, insurance, annuities, child support, garnishments, etc.

#### 2-9.10 Bursar

The Bursar is responsible for three units: (1) Cashiers, (2) Student Accounts, and (3) Student Payroll/Loan Collections. The Bursar provides managerial, supervisory, and accounting expertise for the units and is responsible for the overall operations of the units, for maintaining the integrity of University receipts and student financial data within the University's Financial Records (FRS) and Student Information Systems (SIS), and providing internal and external management reports. The units are responsible for maintaining accurate accounting of all monies collected at the University. This includes maximizing the collection of delinquent student accounts and loan receivables, ensuring that all monies collected are properly credited to student and loan receivables and/or appropriate departmental accounts, and depositing collected monies with State Treasurer in a timely manner within the State's cash management policies.

#### 2-9.11 Systems Accountant

The Systems Accountant is responsible for reviewing present accounting systems, analyzing the systems, making changes where needed, and implementing new and improved systems for the University and its auxiliary areas with adequate internal accounting controls. The position plans, schedules, and coordinates activities required to update present systems and develop new systems, both manual and computer, for processing accounting data and providing management information for administrators of the University. This position reviews current procedures with appropriate personnel performing the work in order to obtain the full scope of present operations and makes recommendations as to how those operations can be streamlined and made easier for all systems currently in operation (Financial Records System, Student Information Systems, Cashiering, etc.).

#### 2-9.12 Human Resources Director

The Human Resources Director is responsible for directing the University's SPA and EPA employment processes, which includes preparation and processing of paperwork relating to new employees, promotions, salary increases, etc. The Director is also responsible for employee orientation, training, and exit interviews. The Human Resources Department manages all fringe-benefit programs for faculty and staff and administers the Equal Employment Opportunity program.

#### 2-9.13 Grants Accountant

The Grants Accountant works with the Grants office and project directors while

administering the fiscal aspect of contracts and grants.

#### 2-9.14 Director of Accounts Payable

The Director of Accounts Payable is responsible for making University disbursements timely and in accordance with State Budget requirements, projecting expenditures and receipts of Office of the State Controller, requisitioning and balancing State funds, State Treasury bank reconciliations, and retention of records. The Accounts Payable Office processes payment of supplies, equipment, travel, contracts, and student-related disbursements.

#### 2-9.15 Director of Police and Public Safety

The Director is responsible for the operations of the University Police Department, a full-service law enforcement agency. The department is staffed by 10 full-time police officers and 3 full-time security officers, whose efforts are complemented by a support staff of student officers. The University Police have a Mutual Aid agreement with all law enforcement agencies within Robeson County and routinely share information, manpower, and equipment.

Also reporting to the Director is the Safety Officer. This employee is responsible for developing and implementing an effective safety and health program for the campus community.

#### 2-9.16 Director of Design and Construction

The Director is responsible for all university construction projects. This includes new construction projects as well as repair and renovation work. The Director coordinates with appropriate university personnel in the planning, design, and construction phases of each project.

#### 2-9.17 Reporting Officer

The Reporting Officer reports on the financial resources of the University. This includes internal and external financial reporting for all accounting cycles along with miscellaneous external reports. Of particular emphasis are the statewide monthly and 13th month reporting and the internal customized management reporting.

#### 2-9.18 Foreign Visitor Accounting Technician

The Foreign Visitor Accounting Technician, assists the visitor while meeting UNCP's withholding/reporting requirements related to foreign visitors. The position checks all the various treaties and analyzes the applicable tax residency status for the benefit of our visitors and for compliance with Federal and State withholding and reporting regulations. The position assists in maintaining the information on our web site that may be used as a guide by UNCP faculty, staff, and foreign visitors (Students, Teachers, Researchers, and Guest Lecturers) and serves as a

reference for University personnel that interact with foreign visitors who have a financial relationship with UNCP.