

COMPTROLLER POLICY MANUAL

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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Comptroller's Office Mission and Organization	Effective date: 01/01/2000
	Revision date: 3/22/2017

PURPOSE

CMP 101: Comptroller's Office Mission and Organization

In support of the mission of the Chief Financial Officer and Northern Arizona University, the Comptroller's Office serves the university community by timely processing financial transactions and providing accounting, financial management reporting, and treasury management services. The Comptroller's Office mission statements are:

To provide superior service to students, faculty, staff, departmental units, external agencies and the public in the diverse programs and functions supported by the Comptroller area.

To maintain an effective, efficient and all-inclusive financial management system in compliance with applicable regulations and professional standards.

To provide friendly service with optimal efficiency, teamwork and cooperation.

To effectively use technology to achieve full-service operations in the Comptroller area.

To function with optimal efficiency, teamwork and cooperation, to department staff and sponsoring agencies.

To expand the creativity and professional growth of the staff.

The Comptroller's Office consists of the following areas: Financial Accounting Services, Student and Departmental Account Services (Student Accounts), Travel, Financial Controls Analysis and Reporting, Cost Accounting & Service Center Rate Management, and the Treasury Function.

A complete office [directory](#) of the Comptroller's Office is now available on the [Comptroller's Office Web site](#). This guide identifies staff in each area and provides phone numbers.

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The following gives an abbreviated description of each area in the Comptroller's Office:

Financial Accounting Services (FAS)

Financial Accounting Services is responsible for university-wide financial accounting.

This area also oversees general accounting (state, local, and agency funds), reconciliation of the university's bank accounts, endowment accounting, and the recording of payroll and related expenses into the accounting system. This area also provides accounting services and analysis for plant fund and debt service accounts.

FAS also oversees treasury services. Treasury services perform various treasury-related responsibilities, including cash management and the maintaining and monitoring of university investments.

Student and Departmental Accounts Services (Student Accounts)

[Student Accounts](#) is responsible for collecting and processing all University monies including student fee payments, AR charges and departmental charges. Student accounts is also responsible for cashiering, emergency loans, institutional loans, sponsored billing and processes all 1098T's.

Financial Controls, Analysis and Reporting

Financial Controls, Analysis and Reporting is responsible for financial reporting, including the Comprehensive Annual Financial Report ([CAFR](#)). [Compliance](#) performs continuous controls monitoring, is responsible for compliance reviews and financial controls. Tax preparation is also under this area, including 1099 and payroll reporting.

Travel

The [travel](#) function allows departments to be responsible for overseeing all aspects of travel including reimbursement to the traveler.

Recharge Centers/Cost Accounting

The [Recharge Center](#) is responsible for setting the Federal Facilities and Administration rate calculation. This area also reviews Service Center rates and requests for new Service Centers.

OnBase Services

OnBase Services is responsible for consultation services, business process streaming, OnBase solution design and implementation, and to train and assist staff on solution development and support.