**Business/Accounting Addendum: Attach this form in ROCs for Business/Accounting/Financial Positions only. Upload this form in the “Position Documents” section.**

1. **Please complete the following:**

*Please list the percent of time incumbent is performing job duties or delivering results identified in the following categories:*

Budget Development and/or budget management (includes tracking, analysis, auditing, reallocation)     %

Grant Administration (funds monitoring for appropriateness of expenditures & fiscal compliance)     %

Accounting      %

(e.g. A/R, A/P, J.E.s, charge backs, allocations and account distributions, bookkeeping, cash handling,

banking, transfers, reconciliations)

Other (Banking, Investing, etc.)     %

Please list:

Supervision     %

Personnel /Payroll Administration     %

(e.g., payroll and personnel forms for faculty & staff, tenure/promotion packets, FCP, P4P, SCP, etc.)

Other     %

(e.g. space, inventories, purchasing, computers, event coordination, maintenance, renovations, operations,

training, public relations, etc.)

 100%

|  |
| --- |
| *Please provide the information requested below for which the position has primary responsibility:* |
|   | State/Federal **Appropriations**  | **Contracts &** **Grants** | **Self-support/ Auxiliary** | **Gifts &** **Endowments** | **Capital** | **Total** |
| **Annual Budget:** Type 1/ Weighted salaries  | $       | $      | $      | $      | $      | $      |
| Non-salaried (and other  salary types) costs | $       | $       | $       | $       | $       | $       |
| **Number of**: Faculty |       |       |       |       |       |       |
| Staff (Type 1) |       |       |       |       |       |       |
| **Approximate # of Accounts:** |       |       |       |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Transactions** | **Frequency (daily, weekly, etc.)** | **Prepare** | **Approve** |
| Budget adjustments |        | [ ]  | [ ]  |
| Journal entries  |        | [ ]  | [ ]  |
| Travel reimbursements |        | [ ]  | [ ]  |
| New account forms |        | [ ]  | [ ]  |
| Consulting contracts |        | [ ]  | [ ]  |
| Cost sharing spreadsheets |        | [ ]  | [ ]  |
| Purchase Orders |  (enter approval amount level) |        |  $       |  [ ]  |  [ ]  |
| Other (List)       |        | [ ]  | [ ]  |
|  |  |  |
|  **Cash Operation Responsibilities** | **Frequency (daily, weekly, etc.)** | **Dollar Amount** |
| Cash /Checks/Other |        | $       |