Outreach and Engagement Fiscal Officer

- Extension Budget worksheets and forecasts. Works with Kathy Chase, UABC Accountant 2, on folding County budgets into overall Extension budget and forecasts.
  - Program areas
  - Open campus
  - PACE
  - EESC
  - Outdoor School
- JV entry – For Extension Administration
- JV budget approval 1WXE – Review and approval for programs and counties
- Foundation reimbursements/tracking for Extension Administration
- Federal benefits (coordinated with UABC Accountant 2)
- Federal capacity grants (tracking and reporting)
- Preparation of SWPS annual performance measures
- Financial statement write-ups
- Outreach and Engagement financial reporting, forecasting, strategy
- Training (coordinated with UABC)
- General funding agreements related to OSU fee book and fees for service. Managing credit card Machines and Extension online Ideal-logic credit card fees
- Extension Administration fee book
- Compensated absence liability (coordinated with UABC Accountant 2)

UABC Accountant 1

- Admin employee personal and travel reimbursement input
- Admin vendor invoice payment input
- Admin PCard charge distribution
- Journal Voucher (JV) request input
- Touchnet cashiering
- Time entry coordinator for labor changes during time entry

UABC Fiscal Coordinator 1

- County invoice approvals
- County Office Manager liaison
- Extension Administration Liaison
University Administrative Business Center
Responsibilities of Outreach and Engagement Fiscal Officer and UABC

- Training (coordinated with O&E Fiscal Officer)

**UABC Accountant 2**
- County budgets/projections/reporting
- Labor distributions processing
- Fee book development
- Year-end assistance and coordination
- Compensated absence liability (coordinated with Fiscal Officer)
- Federal benefits (coordinated with O&E Fiscal Officer)

**UABC Buyer**
- Purchase Requisitions exceeding $5,000
- Personal Service Contracts - PSCs
- Liaison with PCMM - POs and contracts
- Strategic sourcing

**UABC Grants and Contracts Coordinator**
- Grants/contract administration – pre and post award
- Grant proposal development review
- Grant budget and expenditure oversight
- Grant budget changes
- Grant monthly financial status reports
- Grant redistribution of payroll – Works with Kathy on labor distributions due to other Extension funding
- PAR Forms