Departmental Bookkeeper/Financial Assistant
General Guidelines/Duties
Authorization for FACS Access

1. Data entry of requisitions, check requests and Journal Entries into RIAS confirms electronic signature and authority to spend departmental funds.
2. Data entry of non-requisition documents into FACS confirms electronic signature and authority to spend departmental funds:
   - TABERS for central print in the Business Office.
   - Billheads for stipends, royalties and student awards for central print in the Business Office.
   - FACS telephone commitments for budgeting purposes.
   - FACS payroll documents for budgeting purposes. Departments will route PDRs and PAFs through the bookkeeper to allow for proper commitment.
   - Cash transmittal commitments for budgeting purposes. Departments will also produce the hardcopy.
3. Agrees to follow University, State, Federal, Sponsor and Departmental procedures before submitting documents to the Business Office for processing. Accepts and understands the provisions of this electronic signature agreement, which includes the authority to spend departmental funds.
4. Maintenance and reconciliation of departmental accounting records to FACS and Discoverer reports is done on a monthly basis.
5. Fiscal Year-end and End of Grant Period Procedures:
   The Financial Assistant will notify all concerned parties of the appropriate deadlines and indicate commitments which are in danger of not being fulfilled. In cases where accounts are overdrawn, the Financial Assistant can help identify which commitments or charges should be removed for financial purposes. It is appropriate for the Financial Assistant to suggest and identify alternate funding sources, reallocation of expenses, request for carryovers or other necessary remedial action to maximize the department’s use of available resources and minimize the department’s exposure to losses. Upon receiving timely departmental approval, the Financial Assistant should affect the necessary actions.
6. Maintains the department’s financial files in the bookkeeping office.
7. Refer all problems to the Department’s Administrator/Chair.
8. Cannot process financial commitments against overdrawn accounts and cannot process commitments, which are in violation of policies and procedures set forth by the University, donors, grantors, etc.
9. All financial transactions must be processed through the SEBS/NJAES Business Office for approval.
10. RIAS access forms must be submitted to Lucy Kwiecinski in the Business Office.
11. Return this completed form to Donna Guadagno in the Business Office.

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Bookkeeper/Financial Assistant Signature   Department Chair Authorization Signature

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Bookkeeper/Financial Assistant Name (Printed)   Department Name & Number