

OFBA Function and Responsibilities

Primary Function is to facilitate processing of financial transactions through the central University controller's office. The University has empowered the financial and business administration office staff with the authority to approve financial transactions without further review. Financial transactions include but are not limited to TABERS, travel orders, travel advances, requisitions, journal entries, cash transmittals. Once funding is granted, only the OFBA can provide final approval.

The office is also charged with the responsibility for protecting the assets of the school and experiment station, providing fund and cash management functions, respecting grantor and donor restrictions, monitoring the Federal Letter of Credit and completing and filing financial reports for our Federal appropriations directly with the USDA-NIFA.

In executing these functions, we review all unit expenditures for both funding availability and compliance with both University and funding source regulations.

Our other area of responsibility is to train departmental bookkeepers in regards to University and federal regulations and FACS systems.

Accountants are assigned by units (Animal Science, Food Science, etc.)

- Please note: Your unit may have more than one accountant assigned to it. Some units will have one accountant for state/federal and one for grant/soft funding sources. For a complete accountant listing by unit, please click [here](#).

Main function of the accountant is to:

- Ensure accuracy between University Discoverer reports and FACS (SEBS/NJAES shadow financial system).
- Review unit expenditures for both funding availability and compliance with both University and funding source regulations.
- Make recommendations of an alternate funding source that can be used (for example, a particular charge is not allowed on a state account, but might be allowed on soft funds).
- Review cash transmittals and approve if allowable with the exception of gift checks.
 - The development office reviews and deposits all gift checks through RUF.
- Train unit bookkeepers in regards to University and federal regulations and FACS systems.
- Remind departments to visit the OFBA webpage for FAQs and various financial policies, forms and updates.

Backups and contingency plans are in place in case of vacation and/or medical leaves