PRESIDENT, UNIVERSITY OF HAWAI‘I

MĀNOA OFFICE OF BUSINESS AND FINANCE
Org Code: MAVCAF

Vice Chancellor, #89354 .............................................. 1.00
Secretary IV, SR-18, #18549 ........................................... 1.00
Assistant Vice Chancellor, #89271 ................................. 1.00
Administrative Officer, PBB, #80811 ............................ 1.00
IT Manager, PBC, #78219 ............................................. 1.00
Human Resources Sp, PBB, #80952 ............................... 1.00

OFFICE OF FINANCIAL RESOURCES MANAGEMENT
Org Code: MAFRMA

OFFICE OF CAMPUS SERVICES
Org Code: MACPMA

DEPARTMENT TOTAL:  PERM  TEMP
General Funds: 14.00  - -

1/ Assistant Vice Chancellor, #89271 to be redescribed

CHART TOTAL  PERM
General Fund: 6.00
The Mānoa Office of Business and Finance provides leadership and executive management over administrative functions and services, as well as campus operations, for the University of Hawai‘i at Mānoa. The following units report to the Vice Chancellor who serves as the chief business officer:

- Office of Campus Services – Org Code: MACPMA

Through the above units, the Mānoa Office of Business and Finance provides leadership and executive management over the following functions:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Campus security and emergency management.
- Auxiliary services including parking, food services, transportation services, faculty housing, and bookstore operations.

The Mānoa Office of Business and Finance has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai‘i at Mānoa as they pertain to campus financial management, and auxiliary services. The establishment of campus policies are endorsed by VCs, approved by the President, and disseminated and published on the official Mānoa policies, procedures and guidelines website.

The position consults with the provost, other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the Office coordinates with the offices of the President and Mānoa Leadership Team on administrative and financial matters as appropriate.
OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

Mānoa Budget Office – Org Code: MABDMA
- Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets.
- Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution and instruction; position control; and the review of unfunded budget proposals.

Office of Finance and Accounting – Org Code: MAFSAC
- Prepares and analyzes periodic operating statements in support of the overall management of the campus.
- Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
- Keeps abreast of University accounting policies and procedures and manages compliance of these among campus fiscal officers.
- Manages the budgets for select Mānoa units reporting to the President.
- Provides fiscal training to campus fiscal officers.