

## Resource Management

Resource Management (RM) provides information, guidance and support to management, staff and faculty concerning budgets and financial procedures, conducts in-depth analysis and prepares detailed reports and necessary correspondence, including those for the VP/CFO. RM develops business processes, standards and procedures in alignment with CSU and State of California requirements. RM will provide input and recommendations to management on all matters relating to budget in order to preserve the division's financial integrity through budgetary planning, management and analysis of available resources, including development and application of sound budgeting practices. RM will provide training, guidance and assistance to other employees regarding budget-related processes and may provide lead work direction to other professional and/or technical staff.

In addition to budget analysis, financial analysis and reporting RM is involved in the following:

- Gather data, develop reports and calculate annual charges to bill auxiliaries/enterprise organizations for cost allocation
- Research and develop administrative procedures and business processes for process improvements
- Personnel Transaction Form review
- Proposal Approval Form review
- Administer, reconcile and analyze allocation of the University's property rentals and leases
- Monitor, Analyze, track expenses and reconcile All-University expenses managed by the division
- Order, maintain, secure and allocate University operational fund check stock
- Process the DOA portion of CARS requests
- Review termination reports for DOA
- Coordinate the annual user access review for ABA
- Coordinate payment of the University's annual music licensing fees
- Administer, reconcile and analyze allocation for the Instructionally Related Activity (IRA)
- Act as back-up payroll warrant officer for the ABA division