

## **Mission, Goals and Objectives – General Accounting Office**

### **Mission**

The mission of the General Accounting Office is to provide quality customer service to the University and its constituents while practicing responsible stewardship of University resources. The department aspires to excellence in its financial and administrative practices while continually evaluating its policies and delivery of service in response to the ever-changing needs of the University.

### **Goals/Objectives**

1. Provide quality customer service.
  - a. Respond to inquiries within 24 hours.
  - b. Payment of invoices within 10 business days of receipt of a properly executed invoice or request for payment.
  - c. Timely payment of payroll.
2. Practice responsible stewardship of University resources
  - a. Maintains the University's accounting records and related systems of internal control in accordance with generally accepted accounting principles, policies of the University, and requirements of the government and external funding sources.
  - b. Responsible for the auditing and processing of invoices and payments for the University.
  - c. Accountable for treasury services for the University, including services for banking, cash management, bond indebtedness, investment and oversight of the University's operating funds and endowments.
3. Monitor enhancements to current financial system and seek new technological processes resulting in improved efficiencies and cost savings.
  - a. Implement online budget reporting within the University.
  - b. Complete installation of TouchNet products.
  - c. Automate recording of electronic payments to vendors.
  - d. Implement electronic time cards for payroll.
4. Communication with University personnel.
  - a. Distribute University financial policies as they relate to the functions of the General Accounting Office.
  - b. Assist personnel in understanding General Accounting Office procedures.
  - c. Inform faculty, staff and students of any procedural changes.