A Summary of Fiscal Roles

Refer to the Fiscal Roles and Responsibilities APS for further information.

Description of Fiscal Roles

**Officers**
- Defined in Regent law and through appointment

**Fiscal Principal** (found on Orgs, Programs, and Projects)
- Principal administrator of a unit, entrusted with programmatic and financial responsibility
- May delegate fiscal responsibilities to the Fiscal Manager, but retains ultimate accountability for the activities of the unit

**Fiscal Manager** (found on Orgs, Programs, and Projects)
- Designated by Fiscal Principal
- Assists Unit Head/Fiscal Principal in carrying out financial duties.
- Has authority and responsibility for fiscal transactions

**Fiscal Staff** (found on SpeedType)
- Designated by Fiscal Principal or Fiscal Manager
- Participant in fiscal transactions (initiate purchase, receive cash, enter transactions into Finance System, monitor contractors, verify compliance)

Fiscal Roles as Assigned in the Finance System

**Org**
The Org, or organizational unit, can be situated at various levels on the University’s organizational tree. Examples of organizational units at a high level of the organizational tree would be campuses or colleges. A department is an example of an organizational unit found at a lower level of the organizational tree. An Org would usually be found as an entity on an organizational chart. (Within the Finance System, higher level Orgs that encompass multiple orgs are commonly referred to as Org nodes.)

**Fiscal Principal**
- Principal administrator of the Org who is entrusted with both programmatic and financial responsibility for the Org
- Accountable to an Officer, such as a Dean, Associate Vice Chancellor, Vice Chancellor, etc. Examples include:
  - Chair of a department within a college or school.
  - Director of an institute, center, administrative department.

**Fiscal Manager**
- Assists the unit head/Fiscal Principal in carrying out fiscal responsibilities
- Designated by the Fiscal Principal. Example of a Fiscal Manager would be:
  - Departmental administrator

Note: In a small department, the Fiscal Principal sometimes serves as the Fiscal Manager.
Program
A Program, which is a subset of an Org, identifies an entity within the University having a distinct set of operational activities. Examples of a Program include a division within an academic department, a specific and distinct activity, or a unique gift designated for a specific purpose. The Program is used to track the finances of the specific activity.

Fiscal Principal
- Entrusted with the programmatic and fiscal responsibility for the Program; examples include
  - Division head
  - Faculty member responsible for gift account
  - Assistant director within an administrative division

Fiscal Manager
- Serves as the financial administrator for the Program

Note: In certain situations the Fiscal Principal of a Program may also serve as its Fiscal Manager.

Project
A Project is similar to a Program in that identifies a specific activity within the University. A Project differs from a Program, however, in that a Project is not fiscal year based. Rather, a Project is based upon the period of an award or contract, and revenues and expenses accumulate throughout the entire Project period.

Fiscal Principal
- Entrusted with the programmatic and fiscal responsibility for the Project
- Fiscal Principal for Fund 30/31 sponsored projects is always the Principal Investigator

Fiscal Manager
- Project administrator

SpeedType
- Offers one additional fiscal role that can be assigned by the organizational unit
- Fiscal Staff is often assigned to this role
- The only role available to assign Affiliate fiscal staff (these are non-employees)