

IOWA STATE UNIVERSITY

This chart outlines **finance services** that are the responsibility of finance service delivery specialists.

Finance and Accounting	Specialist Task/Function	Additional Considerations
Prepare departmental or unit budgets	No	
Create budget amendment	Yes	Department may also initiate these transactions
Create journal entries	Yes	Department may also initiate these transactions
Create accounting adjustment	Yes	
Prepare costing allocations for future payroll funding at the direction of the local unit	Yes	
Create payroll accounting adjustment for posted payroll at the direction of the local unit	Yes	
Develop financial reports and schedule report distribution	Yes	Department may also initiate these transactions
Determine strategic financial direction and decision making	No	
Identify funding sources on various finance and HR transactions	No	
Request new worktags or cost centers	No	
Collaborate with HR on workforce planning	No	
Upload internal billing files into Workday and provide support with troubleshooting errors	Yes	
Ensures expenditures charged to all university accounts contain a suitable business purpose and are both allowable and appropriate in accordance with university policy and procedure	Yes	The responsibility for providing a suitable business purpose resides with all faculty, staff and students.
Submit internal billing files to finance delivery and resolve errors with 3rd Party system inputs	No	
Review transactions for adherence to departmental policies and availability of funds	No	
Petty Cash custodian: obtain from treasurers office, control cash in locked safe location and document all expenses from the petty cash	No	
Submit task to request petty cash and process journal to reconcile petty cash	Yes	
Record cash deposits in Workday	Yes	Department may also initiate these transactions

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Procurement and Expenses	Specialist Task/Function	Additional Considerations
Initiate requisitions: cyBUY, Central Stores, Chemistry Stores, and non-cyBUY and other external orders	Yes	Employee as self or department may also initiate these transactions
Add Worktags at the direction of the local unit	Yes	
Ensures expenditures charged to all university accounts contain a suitable business purpose and are both allowable and appropriate in accordance with university policy and procedure	Yes	The responsibility for providing a suitable business purpose resides with all faculty, staff and students.
Physically receive goods	No	
Return items to suppliers, if necessary	No	
Approve supplier contracts or supplier contract amendments	No	
Create supplier invoices	Yes	
Confirm goods received for cyBUY purchases over \$1,000	Yes	
Create non-employee spend authorization and advances	Yes	
Pay internship stipends	Yes	
Add and update suppliers	No	
Create ad hoc payments (<\$100 Research Participant and other tax exempt payments)	Yes	
Initiate P-Card purchases	Yes	Employee as self or department may also initiate these transactions
Verify P-Card purchases	Yes	Employee as self may also verify these transactions
Create spend authorizations (including cash advances as applicable)	Yes	Employee as self or department may also initiate these transactions
Book individual employee's travel	Yes	Employee may also book travel
Process expense reports, including relevant Travel & Hospitality card transactions	Yes	Employee as self or department may also initiate these transactions

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Grants Accounting (Post Award)	Specialist Task/Function	Additional Considerations
Performs report submission for individual sponsor requirements	No	
Reviews transactions and award actions to ensure consistency with sponsor terms and conditions, Uniform Guidance, A-21, and ISU costing policy, and sufficient award balance funding.	Yes	
Notifies PI of overspent awards and, at direction of PI/CCM, coordinates cost transfers to balance award.	Yes	
Notifies PI of awards ending in 90 days, reviews In Progress Transactions Dashboard to resolve pending transactions.	Yes	
Document cost share expenditures via the cost share worktag in Workday and via cost share tracking worksheets. Provides reporting summaries.	Yes	
Identify source worktag for and expenditures related to cost share on awards.	No	
Ensures expenditures charged to all university accounts contain a suitable business purpose and are both allowable and appropriate in accordance with university policy and procedure	Yes	The responsibility for providing a suitable business purpose resides with all faculty, staff and students.
Processes effort certifications and makes efforts adjustments as directed by department.	Yes	
Verify effort for employees or hourly students.	No	
Review transactions to ensure expenses are allowable, allocable, necessary, and reasonable	Yes	
Provides financial information on requests for post award actions (No cost extension, PI changes, rebudget requests, sponsor reports, USDA NIFA REEport)	Yes	
Prepares and submits requests for post award actions including Advanced Grant Worktag Request, Multiple Secondary Award Line Reconciliation, No-Cost Extension Request, NSF Salary Rebudget Request, Rebudget Request and Secondary Award Line.	Yes	Department may also initiate these transactions
Prepares and submits requests for post award actions including NIH RPPR certification, PI Departure Questionnaire and Subrecipient Request, USDA NIFA REEport.	No	
Identify appropriate personnel to be allocated to the award	No	

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