SFA Financial Services Office Structure

Assistant Dean/COO

SFA Financial Services Office - Shared Services Model

Fiscal Manager (UCP VII) -
James Ouellette
james.ouellette@uconn.edu
(860) 486-3311

Business Manager II (UCP VII) -
Cecile Stanzione
cecel.stanzione@uconn.edu
(860) 486-3751

Business Manager I (UCP VI) -
Melanie Chebro
melanie.chebro@uconn.edu
(860) 486-3730

Financial Assistant II (UCP V) -
Michael Williams
michael.3.williams@uconn.edu
(860) 486-4334

Benefits to a Shared Services Model:

• Focused Vision & Organized Structure
  • Improved perspective on the overarching goals
  • Structure is simple and clear
  • Proper coordination and leadership; better aligned to operational plan
  • Facilitates quicker decisions and turnaround times

• Integrates Business Office Operations
  • Provides control, transparency
  • Promotes standardization, consistency and compliancy
  • Provides greater support & resources; creates alignment and balanced approach

• Promotes Effective Communication
  • Bridges gaps and disconnects
  • Fosters transfer of knowledge/collaboration

• Discontinues Administrative Staff from Fiscal Oversight and Responsibilities

• Enables Business Continuity
  • Manage risk much more effectively

Departments:

> Dean’s Office (All)
> Art & Art History (Academic)
> Digital Media & Design (Academic)
> Dramatic Arts (Academic)
> Music (Academic)

Academic Unit Support

Exhibiting/Performing Unit Support

Major Functions:

Academic Units:
- Payroll/Headcount - Permanent
- Payroll/Headcount - Temporary
- Payroll/Headcount - GA’s
- Purchasing, Accounts Payable, Procurement
- Contract & Grants Administration
- Budgeting/Projections/Reporting
- GL Financial Processings
- Travel Reimbursement Processings
- Scholarship Financial Processings

Performing/Exhibiting Units:
- Payroll/Headcount - Permanent
- Payroll/Headcount - Temporary
- Purchasing, Accounts Payable, Procurement
- Personal Service Agreements
- Student Labor/Time Card Processings
- Foundation Deposits/Disbursements
- Contract & Grants Administration
- Budgeting/Projections/Reporting
- GL Financial Processings
- Travel Reimbursement Processings

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