




UNIVERSITY of ARKANSAS

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Office of Financial Affairs

MEMORANDUM

TO: Jim Isch
FROM: Tom Dorre 
RE: Resource Needs - BASIS Project
DATE: January 23, 1995

To accomplish a realignment of duties and responsibilities within the office to a): allow for the assignment of David Hyatt as a Functional Team Leader and to b): allow for a successful completion of the BASIS project by the year 2000, the following plan has been developed by the staff of Financial Affairs:

Larrie Stolfi will be required to devote time and energy throughout the project. To allow Larrie to accomplish this important task, the following duties and responsibilities will be transferred:

- 1). Transfer voucher coding and the remaining bank reconciliation's will be passed to Carla Simmons. Carla may be required to transfer some of her clerical duties to Donna Purden.
- 2). GJIM transaction approvals, cost center and account setups and the review of the accounting updates will be assumed by Nancy Whittaker.
- 3). Sales tax reports will be transferred to the accounting systems and tax office to be assumed either by Tina Whatley or Denise Reynolds.

Nancy Whittaker has recently positioned the plant and property accounting office to allow her to assume additional responsibilities without the addition of resources. Nancy will coordinate the review of all pronouncements from FASB and GASB and coordinate the communication, with Larrie, of the implications and requirements of these pronouncements to the BASIS project teams as well as implementation of the pronouncements. She will also be responsible for addressing deficiencies in Financial Affairs as identified by Legislative Audit. Nancy's presence will be a stabilizing influence for general accounting in Larrie's and David's absence and she will provide support for the entire office. Her involvement with BASIS will be minimal throughout the project.

Lisa Danley will provide 20 to 40 percent effort to the BASIS project during the development of the AP/Purchasing modules. In order for her to provide this support, her duties in the areas of foreign currency transactions, daily requirements related to A/P checks and vouchers and miscellaneous correspondence will be transferred to Tina Lester.

To allow Tina Lester the time to assume additional responsibilities and to provide support to Lisa for the BASIS project, she will have to transfer to Gasha Brown credit card payments, tax reports, AES petty cash information and other miscellaneous duties.

Tina Whatley will relinquish the majority of her current duties related to taxation to assume the duties of financial reporting and other duties passed from David Hyatt.

This above changes will result in the following:

Accounts payable will be understaffed at the clerical (payers) level. (Very close at this time without a shift in duties.)

At times, accounts payable maybe understaffed at the professional (Accountant) level.

Research accounting appears to be understaffed at the professional (Accountant) level. (Currently the case without this process.)

General accounting, accounting systems office and budget office are adequately staffed, but at times may appear to have excess staff capacity at certain times of the year.

Tax accounting will be understaffed.

Based on the review and recommendations accomplished by the staff in Financial Affairs, the following resource needs will be required if we are to increase our level of support, as proposed, to support the BASIS project:

New Accountant position aligned within the tax accounting area. (Annual salary and benefit costs would equal \$23,060.)

70% of effort will be devoted to various tax issues and tax return requirements.

30% of effort will be in the area of accounts payable and research accounting.

New clerical (Accounting Technician or Documents Examiner) position aligned with the accounts payable function. (Annual salary and benefit costs would range between \$19,100 for Acct. Tech. to \$15,800 for Doc. Exam.)

100% of effort will be devoted to various activities within the accounts payable area.

The new professional position is requested to be authorized as soon as possible to allow sufficient time for recruitment and training. The new clerical position could possibly be phased in, but at this time a half-time position is necessary to back-fill the area.

Equipment needs for the professional position would include a micro work station with network access, desk and chair and other necessary office supplies in the amount of \$5,750. If we start with a part-time position in accounts payable, we have an existing half-time position that would share the work space. However, if we needed this position on a full-time basis, we would need an additional workstation with network access at a cost of \$5,000.

The staff within Financial Affairs have worked very hard the past week on this proposal and have "bought" into the BASIS project.

I will be happy to discuss this with you and to provide any additional information you feel is necessary to assist you in making your decision.