



Office of the Associate VC for Finance & Administration

The Office of the Associate Vice Chancellor encompasses the following operating units:

- [Budget and Finance](#)
 - [Bursar's Office](#)
- [Coordination of University Fiscal Policy](#)
- [Shared Services](#)
- [University Contracts](#)
- [Conflict of Interest](#)
- [ERP Planning & Implementation Activities](#)

Each unit provides a critical function under the AVC for management, accountability, fiscal responsibility, and service to the University's students, staff, faculty, and community.

The Office of Budget and Finance (OBF) in the Division of Finance and Administration has two primary areas of responsibility: Budget, Planning, and Analysis, Accounting and Compliance. OBF provides support to university administrators in developing and implementing short and long-range financial plans for the Knoxville campus. The primary responsibilities include preparation of the annual budget and the monitoring and tracking of the financial status of the Knoxville campus. The accounting and compliance area oversees general accounting for the campus and manages several campus wide compliance initiatives to ensure conformity with university fiscal policies, state and federal regulations, and applicable accounting standards.

The Contract Office provides support for faculty and staff with the facilitation of the contract process. The office is responsible for ensuring agreements comply with Federal and State law, Board of Regents, and University rules, regulations, and policies pertaining to fiscal management of contracts and agreements. The Contract Office is responsible for determining whether the University can comply with all provisions of contracts or agreements entered into with outside companies or agencies. The Contract Office is also responsible for ensuring the business interests of the University are protected in the terms of all proposed agreements.

The Shared Services unit seeks to reduce costs and increase the quality of services by providing financial transaction assistance, administrative assistance and business consulting. Initial

processes implemented by Shared Services within the VC for Finance and Administration area include travel planning and post-travel processing, payment card processing, contract review forms, purchase requisitions, employment searches, compliance tracking, and cost accounting. In addition, Shared Services has been engaged in special projects related to aggregation and dissemination of complex Campus-wide data from varied sources as well as streamlining of current processes within departments in the division.

Conflict of interest compliance fulfills obligations under laws, regulations, and policies by promoting and safeguarding the interests, integrity, and reputation of the University and its faculty, staff and students. The COI Compliance unit provides consistent and efficient operations of the conflicts of interest process, and works directly with employees and their supervisors to identify paths to manage conflicts through independent review, reassignment of responsibilities, modifying a research plan or other methods to reduce or minimize the effects of a conflict. The unit oversees the campus Conflict of interest committee and collaborates with the Research Compliance team, Human Resources and the Office of the Provost to manage potential conflicts.

The ERP implementation is a system-wide initiative led by UT System Administration. The UT Knoxville steering committee and project managers are committed to communicating with and advocating for our campus and institute constituents. The ERP Project Manager supporting Financial Processes will assist with financial aspects of the ERP design and implementation including oversight of process changes to align with best practices.

The AVC F&A is a member of UTK's Emergency Operations Center and assists with business continuity in the event of an emergency.

Organizational Chart
Office of the Associate Vice Chancellor for Finance & Administration

