Welcome to The Office of the Controller

1 Youth, 1 Dream, 2Morrow’s Leader

4/22/2010
2010 Take Our Daughters And Sons To Work Day

Today's Agenda

8:30 AM   Welcome to the FIU Office of the Controller
          (doughnuts and Juice will be served)

9:00 AM   Take Our Sons & Daughters to Work Program

10:00 AM  Tour of the Office of the Controller

11:00 AM  Return to parents work area

3:30 PM   End of the day “Wrap-Up” discussion
          (Cookies and Juice will be served)

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Future Golden Panthers

April 22, 2010
What is FIU?

- The home of the Golden Panther’s
  opened in 1972.
- Miami’s first and only four-year public
  research university.
- One of the 25 largest universities in
  the Nation.
- 40,455 Student enrolled
- Over 8,000 Employees
- 135,000 FIU Alumni
- Modesto A. Maidique Campus (MMC)
  is our first campus, on 342 lush acres
  of tropical, landscaped grounds.
- The 200-acre Biscayne Bay Campus
  includes a natural mangrove preserve
- Near MMC is the Engineering Center,
  FIU’s 40-acre major research facility.
- FIU also has campuses in Pembroke
  Pines and a Downtown Center in
  Downtown Miami.
- 97 drafted in the 2008 Major League
  Baseball First Year draft
- 50% percent of teachers in the Miami-
  Dade Public School System with an FIU
  degree.
- 82% of Law Students passed the
  Florida Bar Exam.

What careers are available at a University?

Professor  Painter  Advertising
Secretary  Landscaping  Printing/Publications
Office Manager  Carpentry  Human Resources
Accountant  Chef  Photographer
Police Officer  Doctor  Librarian
Detective  Pharmacist  Athlete
Cashier  Lawyer  Coach
Scientist  Contractor  Writer/Author
Plummer  Architect  Bus Driver
Electrician  Media/News Reporter  Custodian

What is The Office of The Controller?

The Office of the controller employees about 115 employees. Our offices
provide efficient and effective financial and administrative services, by enabling
access to information and resources, by supporting internal controls and
regulatory compliance and by promoting the financial health and security of each
unit and of the University as a whole.
A Professor needs to buy Goods or Services or Travel

The Purchasing Team creates a Purchase Order to ensure the best price is found.

His secretary or Office Manager prepares the requisition or Travel Authorization or buys it with a University Purchasing Card.

When something is purchased with the University Purchasing Card it is Supported by the CCS Team.

When a charge is Travel Related, The Travel Team reviews the TA for accuracy.

The Accounts payable Team reviews the purchase and creates the payment to the vendor.

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When the trip is completed the secretary or Office Manager creates an Expense Report to complete the process.

The Travel Team reviews the report for accuracy and processes any reimbursements to the Traveler.

The Disbursements Team oversee the printing and mailing of checks/payments.

The General Accounting Team reviews all of the accounting in the General Ledger for accuracy.

The Financial Reporting Team analyzes all of the data entered into the General Ledger and prepares the University's Financial Statements.

The Tax Compliance Team reviews all University Tax related issues for both Federal and State taxes.

The Financial Systems and Support Team oversee training of the University Community and providing technical support to system issues.

The Controller is the University’s head accountant! They oversee all areas of the office to ensure all processes run smoothly.

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Thank You for visiting.

The Office of the Controller

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