

Finance & Accounting for Higher Education Managers

Accountability and strategic decision-making are goals HCC believes worthy of achieving. To achieve these goals, managers and supervisors need a working knowledge of HCC financial management, philosophy, and activities. This core course provides information about the HCC budget model, cash and debt management, the finance, accounting and purchasing functions, as well as grants and contracts. HCC finance, accounting and procurement executives give participants a broad overview of financial and accounting policy and philosophy as well as operational specifics.

Learning Outcomes:

At the completion of the course, the learner should be able to:

- Explain the HCC budget model and philosophy, its relationship to institutional strategic planning and identify the major variables of financial management
- Articulate the importance of fiscal accountability and prudence in the use of HCC resources, including appropriate use of internal controls
- Identify the budgetary data available in the PeopleSoft Financial System
- Develop a comprehensive and accurate fiscal year budget according to HCC policies and guidelines
- Identify the interrelationship of the finance, accounting and procurement functions
- Explain signature accountability and identify the purchasing cycle, policies, procedures, controls, and standards
- Procure material resources required for department operation using approved purchasing guidelines
- Distinguish between purchases requiring no bids, those requiring three bids, those requiring a RFP or RFQ, (Request for Proposal or Quote), and Board of Trustee approval
- Follow travel guidelines, including advance approval, obtaining airline tickets, and completing reimbursement forms accurately

Who Should Attend? Required for all College Leadership Program (CLP) enrollees
Recommended for all HCC supervisors, managers, department chairs, and other administrators

Length: 6 hours

Program: College Leadership Program (CLP) – Required course

Sponsored By: Employee Learning and Organizational Development (ELOD)

Course Number: WP7601

Registration: Register online via @ Your Service. To log in, from the HCC District Home Page, click on Faculty & Staff > @ Your Service > @ Your Service Login
Once inside @ Your Service, go to Training and Development Home > Request Training Enrollment > Search by Course Number > Enter WP7601.

More Information: 713-718-8614
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