



# Accounting Operations Division

## Financial Management LoB

### *NBC's Accounting Operations Division*

The Accounting Operations Division (AOD) at the National Business Center (NBC) provides accounting services for our clients by certifying and processing client transactions, preparing financial statements, preparing and submitting all required financial reports and assisting in the establishment and compliance with financial management policies, laws and regulations. Areas covered include funds control, disbursements, receivables, debt management, direct loans, receipts, cash management, payments, and travel. The AOD also performs duties such as reconciliations, reporting, verifying financial data accuracy, and establishing financial management systems. The AOD operates in a SAS 70 and A-123 compliant environment.

#### **YOUR CHOICE**

**The NBC can tailor your choice.  
Our customers have the option of selecting  
from an array of finance-related services  
to fit their organization's needs.**

In carrying out its responsibilities, the AOD can:

- Review and coordinate requirements, directives, and initiatives established by Federal statutes and implement directives from central authorities, e.g., GAO, OMB, and Treasury. AOD may represent the customer in dealing with regulatory agencies to secure interpretations, exceptions, and modifications.
- Formulate with the customer the financial management policies and procedures to establish or enhance program and administrative initiatives.
- Establish and prepare reconciliation procedures to ensure the accuracy of financial data.
- Prepare all official financial and budgetary reports to Treasury, OMB, and other Government agencies; ensuring that all necessary reconciliations are performed.
- Manage all funds control systems with the current financial systems and the internal/external accounting reporting systems. Verify fund availability for commitment and obligation documents.

- Establish and maintain the books of original entry/official accounting record
- Maintain official accounting records of all funds authorized to support assigned program and administrative efforts.
- Process payment requests, award updates, adjustments, and recipient expenditure data; correct data rejected by the financial system; and oversee the Federal payment process.
- Develop standards/procedures for producing and issuing financial statements for client programs.
- Prepare financial statements, footnotes and related schedules.
- Advise operating client managers and their system staffs regarding the maintenance of accounting subsystem records.
- Perform internal reviews and audits on the use of government-issued travel cards, the accuracy of travel authorizations/vouchers, International Merchant Payment Authorization Card (IMPAC) transactions, and Transfer Payment Programs (TPP).
- Administer other payment programs: travel, third party payment system, IMPAC card and other credit cards.

#### **NBC SOLUTIONS AND SERVICES**

**The NBC offers an unparalleled breadth of solutions and services in financial management. Our staff is highly experienced with Federal financial management and reporting.**

### *Your Business is Ours*

The following is a detailed list of the services the NBC AOD can provide to you:

#### **Administrative Control of Funds and Accounts Payable**

- Record commitments, obligations, reserve funds, receipt of goods/services, and payroll accruals.

## Quality Service Delivery

Services Continued:

### Temporary Duty (TDY) and Permanent Change of Station (PCS) travel

- Determine entitlements, compute advances, pay vouchers, audit selected sample of vouchers, monitor outstanding advances, and certify client agency travel payments with Treasury
- Respond to and resolve vendor and traveler questions concerning payments
- Perform relocation services
- Provide support desk functions for E-Gov travel systems, such as GovTrip

### Accounts Receivable/Reimbursements/Central Collections Processing

- Prepare and/or process Intra-Governmental Payment and Collection (IPAC) billings
- Manage collection program, to include Bills of Collection, Dunning Notices for delinquent debts, Treasury Offset Program, Salary Offset indebtedness; Write-Offs (uncollectible debts) and Treasury reporting
- Respond to and resolve issues concerning collections

### Perform General Accounting

- Reconcile general ledger subsidiary transactions and research abnormal general ledger balances
- Perform reconciliation of Fund Balance with Treasury
- Perform other reconciliations (i.e., electronic interfaces to the core accounting system)
- Monitor funds availability within the customer financial system
- Prepare and analyze customer's regulatory reports within prescribed due dates.
- Record all necessary transactions for amounts due the government

**For more information, contact Mike Conkey:  
303-969-5587 or Michael\_J\_Conkey@nbc.gov.**

- Maintain vendor payment files
- Process vendor and other payments/disbursements in accordance with Prompt Payment Act regulations
- Perform appropriated, reimbursable, and trust accounting functions, using the Standard General Ledger
- Prepare and analyze mandatory and/or ad-hoc reports as required by regulatory agencies and/or the customer
- Maintain customer's accounting history in compliance with records retention requirements
- Provide training of payment rules and regulations to customer, upon request
- Perform financial analyses
- Develop documentation, policies, and procedures
- Perform operational activities associated with the year-end accounting cycle closing

**The NBC currently supports over 25 clients in multiple accounting systems. Client references provided upon request.**

### Financial Statement Preparation and CFO Activities

- Maintain all financial supporting documentation in accordance with NARA standards
- Prepare all required CFO-compliant Financial Statements including accompanying footnotes and supplementary information
- Prepare and submit the Treasury Report of Receivables (TROR)
- Monitor, reconcile, and report cash/Fund Balance with Treasury in accordance with US Treasury Standards (SF-224)
- Reconcile data in financial statements to the accounting system
- Provide information to and perform reconciliation of intra-governmental transactions per the client's requirements

#### ★★★ ACCOMPLISHMENTS ★★★

For FY 2005-2007 reporting, all supported clients received clean audit opinions.  
146,000 payments for over \$1.7 B made in FY 2007 with 99.99% timeliness.  
Over 600 regulatory reports submitted on clients' behalf with 100% timeliness and 99+% accuracy.

*Value*

*Service*

*Solutions*