

Ensures that SEDL has sound financial, human, and operational systems that support its mission and work.

Administrative Services is the center of SEDL's financial services, human resources, and technological operations for the institution. Administrative Services staff average 17 years of service with the institution.

The following are the major activities of the department:

Accounting

Ensures adequate accounting procedures to record in detail all financial transactions in accordance with accounting principles generally accepted in the United States of America, Government Auditing Standards, U.S. Office of Management and Budget (OMB) Circular A-133 and OMB Circular A-122.

Accounts Payable

Pays invoices for all vendors, consultants, subcontractors, and travel.

Budget Administration

Ensures that SEDL's projects have an adequately prepared budget that matches the proposed scope of work.

Building Maintenance

Provides repair and maintenance of office equipment, movement of furniture for events, and packaging of large shipments of books and supplies.

Contracts and Grants

Prepares draft contracts/subcontracts for signature by the president and CEO. Contract types include cost plus fixed fee, cost reimbursement, time and material, and fixed price contracts.

Human Resources

Provides all human resources functions in compliance with federal and state requirements, including employment, compensation, benefits, employee relations, affirmative action, and personnel policies and procedures. Also maintains all personnel files.

Network Administration

Provides technical support for computer and audio-visual equipment throughout the institution.

Payroll

Produces regular semimonthly payroll, all supplemental payrolls, payroll deductions, and direct deposit of payroll and travel. Also processes quarterly reports, year-end W-2's, submissions of retirement contributions, state and federal withholding taxes, payments to our health and dental plans, and flex plan contributions.