



UWT Back-Office Services

Financial



- Budget preparation and forecasting
- Prepare financial reports for grants
- Provide data analysis support to ED/CEO
- Cash flow forecasting
- Month end close and financial reporting
- Sales tax filing
- Quarterly/Annual Government Filings
- Month end accruals
- Monthly Financial Review

Accounting



- Analyze accounting processes and systems to identify issues and solutions for efficiencies
- Regular updates on accounting systems and procedures
- Monthly services: payables, payroll, receivables, and financial reports
- Data entry
- Account, banking and credit card reconciliation

Operations/HR/OTHER



- Document procedures for internal controls
- Perform short-term engagements; fill-in during leaves of absences and transitions
- Assist with recruitment and training of staff: advertising, screening, background checks
- Risk assessments (reducing fraud, separation of duties, etc.)
- Special Projects: Audit Readiness
- Dashboard reports

Back office services hosted through Cloud Based Accounting

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