Major functions/tasks:
- Finance & accounting functions for capital projects
- Quality control
- Purchasing/contracts/invoice processing
- Assisting Capital Projects division
- Project controls
- Document management

Major functions/tasks:
- Finance & accounting functions for OFMD
- Purchasing
- Preparing OFMD budget
- Accounts receivable/payable
- Rent model/revenue management
- Parking financial management and parking payroll deductions
- Utility accounting & billing

Major functions/tasks:
- Event management & coordination
- Auxiliary services (dining, FedEx, campus store, housing)
- Room reservation management
- Course curriculum room management
- OFMD technology support (ServiceNow, ManageSpace, EMS)
- Service Center