



Administrative and Financial Performance Monitoring System in the Medan Mayor's Office

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Abstract. Organizations or offices need an operation that can do this to manage aspects of work. Financial and administrative aspects are one example, because every organization or office requires reliable capacity to handle various problems within a particular office or agency. This research examines the administrative and financial capacity management system at the Medan Mayor's Office. The aim of this research is a) to understand the system of understanding financial activities in the Medan Mayor's Office, b) to understand the system of understanding the effective management of administrative activities in the Medan Mayor's Office, c). correlation between finance and management in the Medan Mayor's Office. To determine the research methodology, a qualitative descriptive research method was used using three methods, namely observation and documentary interviews. Known to have high performance in management systems. It is important to pay attention to the improvement of the government he leads. because the performance required is accuracy, clarity and punctuality in mastering various aspects as well as in correcting writings related to work in a particular office.

Keywords: Office administration; Financial performance; financial management.

BACKGROUND

Institutions or organizations require techniques and rules when running them, because organizations require structuring and progress in sync with the procedures that run in the office or organization. Structuring requires insight into operating procedures and evaluating various aspects of the Medan mayor's office. This is to confirm and observe all those who have a relationship with the Medan mayor's office so that the system created runs according to the provisions.

The development of an office similar to the Medan Mayor's office requires a detailed and structured regulatory system. Management and financial aspects managed by government agencies are one of them. Office service expertise helps offices grow effectively. Because increasing office capabilities require staff who are able to manage finances and administration. Thus, there are various procedures that need to be understood regarding the management and improvement of administrative and financial management procedures in an effort to make an office or organization dominant and have more intense capabilities.

According to the KBBI, implementation is a business and activity that includes determining the purpose and procedures for carrying out organizational and business development as well as activities related to government, office activities and management. Quoting Sutha (2018:10) who explains "Administration is planning, controlling and organizing office work, as well as mobilizing the people who carry it out so as to achieve the stated goals". Therefore, administration requires a regulation or procedure that can prepare the activities required in office procedures. In addition, financial management is related to designing, counseling, reviewing, systematizing and handling financial resources within the company.

THEORETICAL STUDY

Basically financial management solves financial control problems. A quote from Hidayatullah (2019:1), namely "From a process perspective, finance covers the entire series of activities related to the management of objects as mentioned above, starting from policy formulation and decision making to accountability." So in business, financial management requires procedures. in managing various aspects related to finance. Management at the Medan Mayor's office really requires administration and finances that can support government offices or other businesses that are already operating.

So, to be able to meet the needs of an office, various procedures and techniques and administrative methods are needed that can evaluate the desired financial system that is issued or the income that exists in an office such as the Medan Mayor's office. Based on the discussion and presentation regarding the administration and finances required in an office, namely the Medan Mayor's Office, the author was encouraged to analyze the "Administrative and Financial Performance Monitoring System in the Medan Mayor's Office".

RESEARCH METHODS

In this research, descriptive research is used, this research aims to collect information about the state of an existing phenomenon, namely the state of symptoms based on what happened at the time the research was conducted without having the intention of drawing general conclusions. In descriptive research there is no need for administration and behavioral control. This research also uses qualitative methods as a research approach.

Qualitative research approaches use a lot of hypothetical logic verification. The qualitative method is a technique that focuses on more mature observations. Because, the use of qualitative methods in this research obtains more comprehensive conclusions about phenomena. Studies using qualitative methods that respect humanity are a response to the

understanding that all impacts of human behavior are based on the internal side of the individual.

The way to collect data in this research is by carrying out several stages, namely observation, interviews and documentation. The observations in this research are a focused study of administrative and financial performance management procedures in government offices. Then the data studied will focus on the phenomena in the research. Interviews were conducted to understand the performance of the administrative and financial management system in the Medan Mayor's office.

RESULTS AND DISCUSSION

Management system

A system is a collection of different concrete elements. Based on the opinion of Ridwan (2021:21) in his book Management Information Systems, he also states that an organization or institution is a system that is a physical and social method that is beautifully arranged to achieve certain goals designed by artists in a particular field, a particular institution or organization. It is also important to remember the system that institutions need a system to support plans or goals so that the system implements policies in carrying out an action. So start doing something. A function called a trusted procedure or system is needed so that leading government agencies such as the Medan Mayor's Office carry out the desired actions or procedures.

The definition of management according to Wayong is a series of activities that include planning, coordinating, executing orders, controlling and supervising. These activities basically cannot be separated from management. Management means a set of obligations carried out by a group of individuals in carrying out a series of work procedures to achieve certain goals.

Based on what has been explained, this system starts working at a certain distance. Because, this system has certain procedures for handling various problems related to government, such as in the Medan Mayor's Office. This is in accordance with the type of activity to be carried out. In this case, the system is important because it is intended to carry out operational processes that are designed or planned.

Work Discipline

The definition of work discipline by experts has not been stated perfectly, but there are many expert opinions. According to Handoko (2016: 84), the definition of work discipline is: "A person's awareness and willingness to obey all applicable regulations and social norms. Awareness is the attitude of a person who voluntarily obeys all regulations and is aware of his

duties and responsibilities." Willingness is an attitude and behavior in implementing company regulations, whether written or not. Awareness that arises from within a person will be more useful than awareness that is regulated by interests. Awareness that arises from within oneself will bind discipline. Because the performance of employees in the Medan Mayor's Office regarding time discipline is less efficient, because there are still many employees who are still trivial about time.

Aspects of Work Discipline

According to Jackson H. John, (2016:201) explains that there are 3 (three) aspects of work discipline, including:

1. Time discipline is defined as an attitude or behavior that shows compliance with working hours which includes employee attendance and compliance during working hours. Employees carry out tasks on time and correctly.
2. Regulatory discipline is also defined as written and unwritten rules created so that the goals of an organization can be achieved well. For this reason, it requires a loyal attitude from employees towards the commitments that have been set. Loyalty is meant to be obedient and obedient in carrying out orders from superiors and regulations, rules and regulations that have been established as well as employees' obedience in wearing uniforms that have been determined by the organization or company.
3. Discipline of responsibility is a form of employee responsibility, namely the best use and maintenance of equipment so that it can support office activities running smoothly and the ability to face the work that is their responsibility as an employee.

Performance of the Ministry of Finance

Work performance or achievement is a measure of performance that can be achieved by individuals, units and departments using existing skills and images that have been identified for organizational, organizational and business goals. Financial performance is a study conducted to prove the ability that the company has carried out based on the principles of good and sound financial administration. Basically, according to Rivai, performance benefits include:

- a. Increased achievement, in the form of activities to develop employee achievements.
- b. Terms of assignment, accommodation in promotions, transfers and general demotions.
- c. As an increase in employee capabilities.

Meanwhile, in general opinion, the function of performance evaluation for management is;

1. Operating the organization efficiently through the concept of maximum employees.
2. Contributing in making decisions regarding publicity, transfers and dismissal of similar employees.
3. Identify employee training and expansion needs then prepare promotion specifications and assessment of employee training programs.
4. Provide feedback to employees when superiors evaluate their abilities.
5. Preparing something by spreading appreciation (Abdurrahman, 2018:2)

Performance assessment is used as a benchmark in conducting performance assessments, namely testing whether the organization is successful or not. In addition, performance assessment is a determination of the periodic optimization of the activities of the organization, departments and employees based on predetermined goals and criteria. Then review your current management processes, optimizing actions towards the goals and criteria set in the budget.

Office administration

Management has two meanings, namely a narrow understanding and a broad understanding of management. In a narrow sense, management is an activity that creates and stores evidence and structured data, makes statements and then combines them to be correlated with other activities. Management in this narrow sense is appropriate when viewed as a business activity. Moreover, management in the global sense is a collaborative action carried out by a group of committed individuals. Categorize tasks to use energy sources to operate efficiently.

This is a quote from Abdurrahman (2018: 5) that "government has elements of a group of people, cooperation, a structured division of work, activities that are process consistent, goals to be achieved and the use of different resources. The term office management and administration is also used "Office" which means management. This has also been made clear by the UN declaration of 1969. Both have the same meaning. The term administration is often used in state affairs, but in administration it is more important from a business perspective.

Thus, the definition of office management comes from various expert sources, namely:

1. Uses related to the management and control of all stages of company operations related to the management of information materials, communications and institutional memory.
2. Using management in communication and presentation of Agency letters.

3. The part of management science that is concerned with carrying out job obligations efficiently, when and where obligations need to be carried out immediately.
4. Organizing office work, designing and determining and moving the people who organize it to achieve the same goals that have been determined.

Financial management

Regional financial management originates from the Government Regulation of the Republic of Indonesia Number 58 of 2005 concerning Regional Financial Management, namely: "Regional financial management is the entire activity which includes design, administration, accountability reporting and supervision of regional finances.

There are 5 stages in reviewing a company's financial performance in general, namely:

1. Carry out a review of financial report data. The review or review here is carried out with the aim that the financial report prepared is in line with the application of generally applicable rules in the world of accounting, therefore reporting results that can be financially accountable.
2. Carrying out calculations Carrying out the calculation method here is something that is in line with the situation and problem being carried out, so the results of the calculation will produce a conclusion that is in line with the expected study.
3. Compare the calculation results that have been obtained. Compare the calculation results obtained with the calculation results from various other companies.
4. Interpreting various problems that arise. In this method, research shows the company's financial performance, namely after carrying out 3 stages, then carrying out interpretations to describe the problems and time faced by the company.
5. Select and suggest alternative solutions to various problems that arise. In this last method, after obtaining various problems experienced, alternative solutions are needed to provide input so that the obstacles that have been overcome so far can be resolved.

In general, it is known that financial performance is an ability that a company can obtain in the financial aspect in a certain period which describes the company's level of health. Sourced from a quote from Agustin (2016: 106) that "On the other hand, financial performance describes the strength of a company's financial structure and the extent to which the company's existing assets are able to generate profits." The objectives of the financial performance assessment are:

1. To understand the level of liquidity, namely the success of the company, it is responsible for the profits that must be obtained immediately and the success of the company.
2. To be able to provide for his finances when asked.
3. To be able to understand the level of profitability, namely describing the company's ability to gain profits during a certain period according to the company.

The results of research regarding administrative and performance management systems show that in managing administration a procedure is required for creating and writing all information on the input and output side in government offices including the Medan Mayor's office. This is because the use and function of administration can describe various income and expenses in the office. So as a worker you have to handle various things related to the systems or information in the office.

The relationship between administration and the economy can be seen from the management function, especially the creation and maintenance of elements related to a position or organization. Because management At the initial stage, the amount of expenses and income is determined. Having a savings office is a manifestation of the need to spend money. Therefore, office expenses can be calculated in detail. As employees in an office, organizations need technology to manage all related fields monitored by government agencies. Therefore, existing process problems can be seen immediately.

Then, as staff, you also have to pay attention to work systems and practices in the office and organization. Because expanding locations or organizations requires experienced personnel in structured and efficient management. Likewise with the Competitiveness of the Medan Mayor's Office compared to other government agencies. Financial management is a concept that requires effective and impressive skills to complete various aspects that correlate with the current budget planning of the Mayor of Medan. Utilization of financial officers in offices or organizations requires employees who are able to minimize various aspects of office consumer policies.

CONCLUSION

Based on the research results, through observations and interviews, it was accepted that the office administration and financial performance management system requires policies that can improve the quality of service more efficiently. So management means planning, controlling and organizing office work as well as mobilizing the parties who organize it to achieve predetermined goals. Because from a management perspective it is also related to the production storage system, an implementer is needed who is able to manage it well and quite well.

Therefore, effective administrative management procedures are very necessary to demonstrate the success of improvements in government agencies. Because the performance required is precision and strength at the same time. Various accounting related aspects are taken into account while checking compliance and preparing documents in the office. In addition, financial system management requires good performance.

Quality of financial management of the Medan Mayor's Office because everything related to the economy requires accurate and precise performance. Financial problems in the Medan Mayor's workplace are very easy to manage. The relationship between administration and finance is very closely related because everything is a cost and financial interests require detailed and realistic management. Because with financial management, the expenditure and income system is stored well. So that no errors occur in the Financial Calculation system.

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