ABSTRACT

*Based on the results of assessment and observations that researchers do in the Finance Administration Division Regional Secretariat of West Java Province, researchers found the problem has not been effectiveness of employee performance. This can be seen from the indicators:*

*Timeliness, Employee of Finance Administration in conducting the study of SPP file for the issuance of SPM (Payment Order) which is input to SIPKD (Regional Financial Management Information System) is not in accordance with Standard Operating Procedures, based on SOP (Standard Operating Procedure) each file must be completed within 10 minutes of the name in fact completed within 30 minutes.*

*Quantity, Low Financial Administration Staff because not yet able to finish work according to target. Example: Human resources in the Financial Administration Section limited in the assessment of SPP (Disbursement Letter) into the concept of SPM (Letter of Order Pay) so that the Finance Administration division do recruitment of apprentices to complete the work.*

 *Methods The research used is the associative method, while the research technique used is the research of librarianship and field research covering: observation non partipan, interview, and questionnaire distributed to 23 respondents by using validity test, reliability test, regression analysis, coefficient of determination test .*

 *The Conclusion That can be taken from the influence of working procedures on the performance of financial administration West Java Provincial Secretariat has a strong influence. That is, the conceptual hypothesis regarding the effect of working procedures on performance tested.*