### Contracts & Grants Accounting

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Director</td>
<td>Elizabeth Chavez</td>
</tr>
<tr>
<td>Manager</td>
<td>Jennifer Jones</td>
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<tr>
<td>Manager</td>
<td>Varun Bhatnagar</td>
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<tr>
<td>Manager</td>
<td>Esther Chang</td>
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<tr>
<td>Manager</td>
<td>Dave Beza</td>
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<td>Manager</td>
<td>Enrique Fernandez</td>
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<td>Manager</td>
<td>S. Martin Mustafa</td>
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<td>Manager</td>
<td>Julia Salvacion</td>
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<td>Manager</td>
<td>Sharon Wang</td>
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<td>Manager</td>
<td>Holly Xu</td>
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<td>Manager</td>
<td>Phillip Larkin</td>
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<td>Manager</td>
<td>Marina Lum</td>
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<td>Manager</td>
<td>Raquel Burroughs</td>
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<td>Manager</td>
<td>Christine Kirera</td>
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<td>Manager</td>
<td>Glenda Smith</td>
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<tr>
<td>Manager</td>
<td>Reggie Santa Cruz</td>
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<tr>
<td>Manager</td>
<td>Jenny Jones</td>
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### Responsibilities

#### Contracts & Grants
- New award and modification set-up in PeopleSoft Contracts and Grants module
- New award and modification budget review and upload
- Interim and final financial reports/Indirect cost exception
- Invoicing (non LOC)
- Coordinate special invoicing requirements
- Fiscal compliance with sponsor, agency and UC guidelines
- Cost sharing review and reporting
- Departments and sponsors issue resolution
- Communications related to post-award financial administration
- Service delivery
- Award closeout
- Inactivating funds
- Review and update CGA procedures and manuals

#### Accounts Receivable
- AR aging
- Statement of accounts to sponsors
- Receivables collections
- Research requests and respond to inquiries
- Year-end financial reporting - bad debt review
- Review and monitor suspense and credit balances
- Update accounts receivable policies and procedures
- Check receipts
- AR cash deposits & application
- Validation query reporting
- cga_receivables@berkeley.edu departmental email

#### Accounting & Compliance
- Effort Reporting System
- Post-award compliance monitoring
- Month-end close including data validations
- Fiscal year-end close
- cgaawards@berkeley.edu departmental email
- cga_recalc@berkeley.edu departmental email

#### Accounting & Reporting
- Deficit clearing
- Intercampus requests for reimbursement and reporting
- Quarterly Federal Cash Transaction verifications
- IRR monitoring and collection
- Intercampus Financial Control recon review
- Membership and Caltrans overhead distributions
- Review, monitor, and adjust for GAEL insurance assessment
- CEE management fee distribution
- Fiscal year-end close
- STIP refunds to DHHS
- cga_ar_help@berkeley.edu departmental email

#### Accounting & Financial Analysis
- Quarterly variance analysis
- Internal controls for CGA
- AVFPC Budget
- AVFPC HCM maintenance
- Balance sheet review and reconciliation
- UAR/AR WIP reporting
- SETA/CAP report maintenance
- System Management Administrator
- Process documentation
- Fiscal year-end close
- Fund inactivation

#### Accounting & Systems
- Late payroll cost transfer review
- Financial reporting & data analysis
- GL to PC reconciliations and monitoring
- Fiscal year-end close
- BPS PC systems - Testing - Monitoring - Maintenance - Training - Reconciling
- Sponsored award statistics

#### LOC Invoicing & Draw Down
- Invoicing, LOC drawdowns, post invoices to website
- Online invoicing
- System access tracking

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Last updated: January 2019
Journal entry processing (including bank fees, all plant funds-related, depreciation)
Account analysis and reconciliation (including cash, capital assets)
Chart of account maintenance-plant
CAAN maintenance
Debt financing draws
IRS declarations for external financing
State capital appropriation claims
Year-end financial reporting and schedules
Financial statement external audit support
Financial accounting analysis of third party capital transactions
Campus support (gao@berkeley.edu and plantaccounting@berkeley.edu)

Account analysis and reconciliation (including revenue/expense variation analysis)
Chart of account maintenance-agency, current, loan
Allocations (AFC, IDC on non C&G funds, STIP, UCRP Supplemental Assessment Interest)
Billing (LBNL, International House, HHMI)
Mapping to UCOP COA
Special state appropriation claims
Financial statement preparation
Monthly and fiscal close coordination
Year-end financial reporting and schedules
Financial statement external audit support

Account analysis and reconciliation (including payroll, loan, clearing accounts)
UC Path project (certain GL-related business processes and interface)
Central deptid analysis and monitoring
Related organization and component unit analysis
Financial accounting analysis of complex transactions (other than capital transactions)

Journal entry processing (including Intercampus, ITOF)
Account analysis and reconciliation (including receivables, payables, intercampus, etc.)
External audits reporting
DFL/SAR controls monitoring
Division certification and management rep coordination
Unrelated business income tax and other tax related issues
Financial statement external audit support and coordination
Campus support (financialcontrol@berkeley.edu and itof@berkeley.edu)
University of California, Berkeley

BFS Business Systems

Tracy Okamura
Director

Team 1 – GL, AP, Security
Richard Burge
Chanden Deep
Barbara Scullion
Matt White

- General ledger module
- UCOP reporting
- Month end close coordination
- Chartfields
- Combo edit maintenance
- Batch interfaces – journals
- HCM interface
- BIBS module
- Accounts payable module
- Batch interfaces – vouchers
- BearBuy interface to AP/PO
- Supplier interfaces
- System Access Review
- BFS security
- SARA request system

Team 2 – Grants, AR, Billing
Anoop Hirdani
Gopi Margam
Deanna Sailor
Neeren Sharma
Fenny Teng

- Grants, contracts, projects and commitment control modules
- Phoebe interface
- CBR processing
- PPS Payroll Suspense Clearing
- AR, billing, and eBill modules
- Billing interfaces
- Invoice formats
- Aging and dunning processes
- Billing and AR month end close
- New billing and AR bus.unit setup

- Campus application integrations
- System implementations, upgrades
- Maintenance patching
- Business process improvement and mapping
- Requirements gathering & modifications
- Unit and regression testing
- Query writing
- System documentation
- Special projects

Last updated: January 2019