University of California, Berkeley
Controller’s Office
September 2015

Rosemarie Rae
Associate Vice Chancellor & Chief Financial Officer

Delphine Regalia
Assistant Vice Chancellor and Controller

Financial Operations
- Accounts Payable
- Accounts Receivable
- Cash Handling & Loan Programs
  Joyce Sturm

Contracts & Grants Accounting
  Youssef Kubis

Financial Accounting & Controls
  Lisa Vanderfin

Payroll
  Crystal Parkinson
  Debby Haskell
  Jerri Rausse

BFS Business Systems
  Tracy Okamura

Training & Communications
  Rob Cannon
University of California, Berkeley
Contracts & Grants Accounting
April 2016

Youssef Kubis
Director

Contracts & Grants Manager
Kimberly Page

Contracts & Grants
Julio Rodríguez
Lynne Coulson
Reynaldo del Rosario
Esther Chang

Accounts Receivable
Szeming (Tina) Yang
Wendy Nokes (temp)
Nancy Yim
Vacant

LOC Invoicing & Draw Down
Barbara Rageh

Accounting, Reporting, & Compliance
Mauricio Sosa
Juri Firth
Yohei Azuma
Vacant

Accounting Manager
Elizabeth Chavez

- Check deposits and cash application
- Reconciliations and aging
- Accounts receivable summaries to departments
- Statement of accounts to sponsors
- Receivables collections
- IRR monitoring and collection
- Research requests and respond to inquiries
- Year-end financial reporting - bad debt review
- Review and monitor suspense and credit balances
- Review action item report
- cga_ar_help@berkeley.edu departmental email
- cga_receivables@berkeley.edu departmental email
- Update accounts receivable policies and procedures

- Invoicing, LOC drawdowns, post invoices to website
- Online invoicing
cgaawards@berkeley.edu departmental email
- Footprint tickets point of contact

- PC module batch processing
- Validation query reporting
- Financial reporting & data analysis
- GL to PC reconciliations & monitoring
- Quarterly Variance analyses
- Quarterly Federal Cash Transaction verifications
- Deficit clearing and fund inactivations
- Intercampus reporting
- Month-end Close including Data Validations
- Fiscal Year-end Close
- Membership and Caltrans overhead distributions
- Review and monitor GAE insurance assessment
- CIEE management fee distribution

- Calculate STIP income and submit refund to DHHS
- Indirect cost reconciliation
- Special projects
- Post-award compliance monitoring
- Late payroll cost transfer review
- External and internal audit coordination
- Effort Reporting System
- Internal Controls for CGA
cga_ar_help@berkeley.edu departmental email
AVCFC Budget

- 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/error
- Invoicing (non LOC)
- Coordinate special invoicing requirements
- Maintain information in PeopleSoft Contracts and Grants module (e.g., No Cost Extension)
- Intercampus requests for reimbursement
- 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
- Assisting Accounts Receivable to resolve outstanding payments
- Review and update CGA procedures and manuals
University of California, Berkeley
Financial Accounting & Controls
November 2015

Lisa Vanderfin
Director

Financial Accounting
Natalie Garkusha

Financial Accounting & Reconciliation
Connie Tadesse
Angelina Garfold
Janet Hui
Sonali Wickramasinghe

Financial Analysis & Reporting
Yaling Li
Sandra Carnero
Karen Lee
Leo Shevyakov

Plant Accounting
Janice Li
James Cooney
Hossai Necko

Financial Controls & Tax
Jennifer Lim

Financial Transactions Analysis
Natalia Lau

Projects
- vacant -

- Journal entry processing (including intercampus)
- Account analysis and reconciliation
- Special state appropriation claims
- Journal entry processing (including STIP, AFC, tuition allocation)
- Account analysis and reconciliation (including payroll accounts)
- Chart of account maintenance
- Fiscal close coordination
- Financial statement preparation
- Journal entry processing
- Account analysis and reconciliation
- State capital appropriation claims
- Debt financing draws
- Financial controls assessment and design
- Key controls monitoring, including UC Tracker implementation
- Tax advising and unrelated business income tax coordination
- Application of new GASB standards
- Complex transaction accounting analysis
- Financial controls assessment and design
- Related organization and component unit analysis
- Financial Controls Assessment and Design
- GL reconciliation software implementation
- SIS financial model development
- UC Path commitment accounting
Payroll Office
March 2016

Delphine Regalia
Assistant Vice Chancellor and Controller

**Systems & Projects**
- Crystal Parkinson

**CalTime**
- Jeff Gill
- Theron Girn
- Marvin Harris

**Payroll/Personnel System (PPS)**
- Peyjen Lin
- Kristina Ruiz

**Payroll System**
- Release coordination
- System and production maintenance
- Mass Pay Actions, including Retro Pay
- Merit and range adjustments
- PPS access and security
- PPS ad-hoc reports
- Page Center access and inquiries
- Daily System checkout

**Timekeeping System**
- Access
- Respond to Service Now tickets
- Trouble shoot system issues
- System configuration
- Change Request Management
- Upgrades and releases
- Testing and validation
- Approval reminder notifications
- System approval sign off

**Projects**
- UCPATH
- SIS integration
- Affordable Care Act
- Upgrade to KRONOS 8

**Pay Production & Foreign Tax Compliance**
- Debby Haskell

**Pay Production/Garnishments**
- Shanmei Yue
  - Aaliyah Jones
  - Jill Lam
  - Bryana McBride
  - Sofia Nekmal
  - Vincent Samuel

**Foreign Tax Compliance**
- Arthur Quilao
- Jaime Turnbull-Dreher

**Benefits & Accounting**
- Jerri Rausse

**Leave of Absences**
- Angela Dizon

**Payroll Taxes**
- Anne Sato

**Consolidated Billing**
- Denise Scott
- Maria Urbizagastegui

**Postdoc Billed Direct/Imputed Income**
- Katie Lai Nei Chung

**Reconciliations/Adjustments**
- Sherryl Brinkley
  - vacant

**Benefits & Accounting**
- Payroll taxes, foreign tax, and tax form processing (including out of state)
- Consolidated billing
- Benefits accounting
- Postdoc billing direct and imputed income for foreign students
- Benefits customer service questions
- Journal adjustments
- Inter-campus transfers
- Vendor Payments (i.e. Credit union, union dues)
- Over 120 PET
- Billing journals
- Check reissuance
- Deduction and retirement adjustments
- Prepaid benefits (HLOA)
- Imputed Income