University of California, Berkeley
Financial Operations

Financial Operations
Joyce Sturm
Director

Accounts Receivable and Cash-Handling
Kirsten Wechling

Accounts Payable and Travel
Dan Parnas

Billing and Payment Operations
Nicole Delhomme

System Administration
Pam Creason
John Azcon

Faculty Home Loans
Student Institutional Loans
Nominique Chico

Reconciliation and Compliance
Hui Xie

Credit Card Coordination
Pat Buckley

Outgoing Payables Operations
Gloria Smith
Ellen Wilson

Payables/T&E Operations
Laura Pan
LaShawnta Rufus
Lorane Washington
Brian Chapman
Agnes DeGuzman
Donna Duncan
Erecka Dunn
Yenny Tjandra
Ben Broussard

Payment Card Program Coordination
Jeff Kent
Richelle Cristi
Pam Tabron

Vendor Support / T&E
Susan Cook

- Perkins/PSL institutional loan administration, counseling and collections
- Customer support (liaison with One-Stop Student Service center, escalated inquiries, communication, web text)
- Bad debt recovery for student and non-student accounts (aging review, collection contact, promise-to-pay, collection agency assignment)
- Third-party sponsored student program administration
- Bankruptcy review
- Campus bank deposit coordination and processing
- Incoming ACH/Wire claiming
- AR payment posting (student and non-student)
- Petty cash/research subject pay card coordination

- Student and non-student AR system transaction quality assurance (produce invoices and statements, reports, create customers, maintain item/product codes, SME testing, account maintenance, payment application)
- Customer support (marketing, education, account inquiries, user training)
- Transaction quality assurance (generate statements, system security roles, data validation, business process execution, SME testing)
- 1098-T data generation
- CDS administration (system security, SME testing)

- Faculty home loan program coordination
- Student institutional loan issuance (loan document production, disbursement creation, receivables creation, document retention)
- Loan servicer relationship/new institutional loan program setup

- Recon exception clearing
- Bad debt analysis
- Unit performance metrics
- Special projects

- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance

- Pay cycle production and check printing
- Payment stops, reissues, returns, rushes
- Outgoing ACH/Wire
- US Bank card maintenance

- Invoice review and data entry for voucher creation
- Exceptional transaction clearing (monitor cXML/Transcepta invoices, resolve unmatched or rejected items)
- Reimbursement transaction review
- Receipt of mail and invoice scanning
- Sales and use tax review
- Travel and Entertainment reimbursement transaction review
- Connextus, Direct Bill and Direct Entry program coordination

- Administration and cardholder support for procurement card, event planner card, travel study card and travel charge card programs
- Vendor invoice inquiry help desk
- Customer support (marketing/education, communications)
- Tax withholding review
- 1099 generation

Last updated: June 2018
**Financial Accounting and Controls**

**Financial Accounting**

- Natalie Garkusha

**Plant Accounting and Reconciliation**

- Sandra Carnero
  - James Cooney
  - Hossai Necko
  - Joseph Wong
  - Victoria Wu

**Accounting and Reporting**

- Sonali Wickramasinghe
  - Mario Estrella
  - Janet Hui
  - Kay Patterson
  - Leo Shevyakov

**Accounting and Reconciliation**

- Ariana Lightner
  - Wendy Lam
  - Tammee Tan

**Analysis and Projects**

- Natalia Lau

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- Journal entry processing (including bank fees, all plant funds-related, depreciation)
- Account analysis & 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 & schedules
- Financial statement external audit support
- Campus support (gao@berkeley.edu & plantaccounting@berkeley.edu)

- Journal entry processing (including Intercampus, ITOF)
- Account analysis & reconciliation (including intercampus, revenue/expense variation analysis)
- Chart of account maintenance-agency, current, loan)
- Allocations (AFC, IDC on non C&G funds, STIP)
- Billing (LBNL, International House, HHMI)
- Mapping to UCOP COA
- Special state appropriation claims
- Year-end financial reporting & schedules
- Financial statement external audit support
- Campus support (financialcontrol@berkeley.edu & itof@berkeley.edu)
- Monthly & fiscal close coordination
- Financial statement preparation

- Journal entry processing & reconciliation (including payroll, loan, clearing accounts)
- UC Path project (certain GL-related business processes & interface)
- Vacation assessment calculation & analysis
- UC Path reimbursement requests
- Unrelated business income tax

- External audits reporting
- Financial accounting analysis of 3rd party capital or complex transactions
- Financial controls
- DFL controls monitoring
- Related organization & component unit analysis
- Systems testing coordination
- Central deptid analysis & monitoring
- Division certification & management rep coordination
- OP Financial Reporting/COA project
- Financial statement external audit support

Last updated: April 2018