Review and clear balance sheet reconciliations
Journal entries
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
Exceptional transaction clearing (monitor cXML/Transcepta invoices, resolve unmatched or rejected items)
Reimbursement transaction review
Receipt of mail and invoice scanning
Travel and Entertainment reimbursement transaction review
Connexus, Direct Bill and Direct Entry program coordination

Invoicing and data entry for voucher creation
Pay cycle production and check printing
Payment stops, reissues, returns, rushes
Outgoing ACH/Wire
US Bank card maintenance
Administration and cardholder support for procurement card, event planner card, travel study card and travel charge cards
Vendor invoice inquiry help desk
Customer support (marketing/education, communications)
Tax withholding review
1099 generation
Review and clear balance sheet reconciliations
Journal entries
Sales and use tax review
Relocation
Travel Advances
Unit performance metrics
Special projects

Customer support (liaison with One Stop Student Service center, escalated inquiries, communication, web text)
Bad debt recovery for 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
AP payment posting (student and non-student)
Petty cash/research subject pay card coordination

Customer support (marketing, education, account inquiries, user training)
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 servicing relationship / new institutional loan program setup
Perkins/HEPL/IHL institutional Loan administration, counseling and collections
Bad debt recovery for non-student accounts (aging review, collection contact, promise-to-pay, collection agency assignment)

Student and non-student AR system transaction quality assurance (produce invoices and statements, reports, create customers, maintain items, product codes, SME testing, account maintenance, payment application)

Review and clear balance sheet reconciliations
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University of California, Berkeley

BFS Business Systems

Tracy Okamura
Director

General Ledger & Budget Analyst
Richard Burge
- vacant -

Accounts Payable, Identity Management Analyst & Security
Barbara Scullion
Matt White

Grants Analyst
Anoop Hirdani
Deanna Sailor
Fenny Teng

Accounts Receivable and Billing Analyst
Gopi Margam

- 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 maintenance & interfaces
- Identity Management reporting
- BFS security
- Sara request system

- Grants, contracts, projects and commitment control modules
- COEUS interface
- CBR processing
- 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
- Modification requests
- Requirements gathering
- Unit and regression testing
- Query writing
- System documentation
- Special projects

Last updated: July 2018