University of California, Berkeley
Controller’s Office
November 2018

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
Elizabeth Chavez

Financial Accounting & Controls
Natalie Garkusha

Payroll
Crystal Parkinson
Debby Haskell
Jerri Rausse

BFS Business Systems
Tracy Okamura

Training & Communications
Rob Cannon
University of California, Berkeley

Financial Accounting and Controls

Plant Accounting and Analysis
Sandra Carnero
James Cooney
Hossai Necko
Victoria Wu

Reporting and Analysis
Sonali Wickramasinghe
Janet Hui
Leo Shevyakov
Joseph Wong

Reconciliation and Analysis
Ariana Lightner
Candy Huang
Wendy Lam
Tammee Tan

Internal Controls, Compliance, and Reconciliation
Natalia Lau
Mario Estrella
Kay Patterson

- vacant -

- 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)

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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
- Retrofit Caltime

Pay Production & Foreign Tax Compliance
- Customer Service Window Service
- Rush check processing
- Separation processing
- Overpayment processing
- Garnishment processing
- GLACIER documentation
- Foreign tax payments
- Campus payroll training (OPTRS, etc.)
- Multiple location appointments
- Death case payments
- CHOS
- ACH/Bank Updates
- Debit card setup
- Damage payments
- Settlements

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

Systems & Projects
- Crystal Parkinson
  - CalTime
    - Theron Ginn
    - Marvin Harris
- Payroll/Personnel System (PPS)
  - Peyjen Lin
  - Kristina Ruiz
- Pay Production/Garnishments
  - Shanmei Yue
  - Aaliyah Jones
  - Jill Lam
  - Bryana McBride
  - Vincent Samuel
- Foreign Tax Compliance
  - Sofia Nekmal
  - vacant

Pay Production & Foreign Tax Compliance
- Debbi Haskell
- 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

Benefits & Accounting
- Jerri Rausse
  - Delphine Regalia
  - Assistant Vice Chancellor and Controller
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