University of California, Berkeley
Controller’s Office
December 2019

Rosemarie Rae
Associate Vice Chancellor & Chief Financial Officer

Elizabeth Chavez
Controller (interim)

Executive Assistant
Kristina Lisle

Accounts Payable and Travel
Dan Parnas

Accounts Receivable and Banking Services
Kirsten Wechling

Contracts and Grants Accounting
Elizabeth Chavez

Financial Accounting and Controls
Natalie Garkusha

Payroll Controls and Timekeeping Integration
Crystal Parkinson

BFS Business Systems
Tracy Okamura
University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Billing and Payment Operations
Nicole Delhomme

Deborah Clark
Melissa Cunningham
Darin Foster
Aaliyah Jones
Seth Hubbard

System Administration
Pam Creason
John Aczon

Faculty Home Loans
Student Institutional Loans
Nomiique Chico
Miriam Hudson
-vacant-

Reconciliation Clearing / Data Analysis
Hui Xie

Credit Card Coordination
Timi Adegbite

- 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

- 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
- AR payment posting (student and non-student)
- Petty cash / research subject pay card coordination

- 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)
- 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
- Perkins/HPISL/Institutional Loan administration, counseling and collections
- Bad debt recovery for non-student accounts (aging review, collection contact, promise-to-pay, collection agency assignment)

- Campus PCI compliance
Journal entry processing (including bank fees, all plant funds-related, depreciation)
Account analysis and reconciliation (including cash, capital assets)
Chart of account maintenance
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 (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)
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
Campus support (gao@berkeley.edu)

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)
Payroll Controls and Timekeeping Integration

**systems**
- PPS/CalTime/Friendly Name Application
  - Therion Ginn
  - Kristina Ruiz
- Pay Analysis/Customer Service
  - Shanmei Yue
- Foreign Tax Compliance
  - Sofia Nekmal
- Payroll Taxes/MLA’s
  - Anne Sato
- Postdoc Billed Direct/Imputed Income
  - Katy Lai Nei Chung
- Reconciliations/Adjustments
  - Sherryl Brinkley

**payroll system**
- Release coordination
- System and production maintenance
- PPS access and security
- PPS ad hoc reports
- Pay Center access and inquiries
- Daily System checkout

**CalTime 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

**Friendly Name Application**
- Access and System maintenance
- Change Management

**UCPath**
- 181/618/185 file submission and error triage

**payroll escalation and foreign tax compliance**
- Customer Service Window Service
- GIACIER documentation
- Foreign tax payments
- Legacy PPS Troubleshooting & Adjustments
- UCPath pay escalation
- Instant Pay Card Special Handling
- Special Projects (Payroll review and analysis)
- PPS Overpayment netcalcs

**audit and reporting**
- Journal adjustments
- Inter-campus transfers
- Over 120 PET
- Billing journals
- PPS Check reissuance
- Imputed in come
- GL Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting

Last updated: July 2019
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

FIS Security
Barbara Scullion

FIS Financials
Chanden Deep

FIS Program
Gopi Margam

FIS Grants
Anoop Hirdani

FIS Security
Justin Whitmer

AP Analyst
Bhumika Jasani

GL Analyst
Richard Burge
Mauricio Sosa
-vacant-
-vacant-

Automated Testing

Digital Communications Specialist
Roy McNeill

Grants Analyst
Teja Pichikala
Neeraj Sharma
Fenny Teng
Rajesh Koppanathi
-vacant-

- System Access Review
- BFS security
- SARA request system
- 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
- Maintenance patching
- Unit and Regression Testing
- System Implementations and upgrades
- Special Projects
- Communications and Change Management
- 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 business unit setup
- UCPATH Integration for employee data
- CGA Month end close
- Effort Reporting Interfaces

Requirements gathering & modifications
Query writing
System documentation
UCPath ChartField and COA Validation Interfaces

Campus application integrations
Business process improvement and mapping