University of California, Berkeley
Contracts and Grants Accounting

Elizabeth Chavez
Director

Contracts & Grants Accounting Manager
Natalia Lau

Accounts Receivable
Tina Fang

Paul Carter
Wendy Nokes
Alison Wong

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Contracts & Grants Reporting
Sroavani Duggirala

Bhakti Jinjuwadia

Contracts & Grants Accounting & Compliance
Victoria Wu

Paul Howl

Contracts & Grants
Lover Joy Sevilleja

LOC Invoicing & Draw Down
Holly Xu

Marresia Coleman
Reggie Santa Cruz
Glenda Smith
Julia Salvador

Contracts & Grants
Varun Bhatnagar

Erick Fernandez
Winnie Wang
S. Martin Mustafa
Heather Madison

Contracts & Grants
Esther Chang

Katelyn Barrett
Philip Larkin
Marina Lum
Sharon Wang

Contracts & Grants
Julio Rodriguez

Mark Roderick
Stefan Fan
Thess Solis
Angel Ryono

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RA 2

• AR aging
• Statement of accounts to sponsors
• Receivables collections
• Research requests and respond to inquiries
• Year-end financial reporting - bad debt review
• Review and monitor suspense and credit balances
• Update accounts receivable policies and procedures
• Check receipts
• AR cash deposits & application
• Validation query reporting
• cga_receivable@berkeley.edu departmental email

• External and internal audit coordination
• Effort Reporting System
• Post-award compliance monitoring
• Month-end close including data validations
• Fiscal year-end close
• cgaawards@berkeley.edu departmental email
• cgahelp@berkeley.edu departmental email

• Deficit clearing
• Intercampus requests for reimbursment and reporting
• Quarterly Federal Cash Transaction verifications
• IRR monitoring and collection
• Intercampus Financial Control recons
• Membership and Caltrans overhead distributions
• Review, monitor, and adjust for SAEI insurance assessment
• CEE management fee distribution
• Fiscal year-end close
• STIP refunds to DHHS
• Cga_ar_help@berkeley.edu departmental email

• Late payroll cost transfer review
• Financial reporting & data analysis
• GL to PC reconciliations and monitoring
• Fiscal year-end close
• BFS PC systems
• Testing
• Monitoring
• Maintenance
• Reconciling

• Sponsored award statistics

• Quarterly variance analysis
• Internal controls for CGA
• AVFEC Budget
• AVFEC HCM maintenance
• Balance sheet review and reconciliation
• UAR/AR WIP reporting
• SEFA/CAPF report maintenance
• System Management Administrator
• Process documentation
• Fiscal year-end close
• Fund inactivation

• 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
• Invoicing (non LOC)
• Coordinate special invoicing requirements
• Maintain award information in PeopleSoft Contracts and Grants module (e.g., No Cost Extension)
• 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
• Review and update CGA procedures and manuals

Last updated: May 2021
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

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)
Campus support (controllers_ucpath@berkeley.edu)

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)