• Pay cycle production and check printing
• Payment stops, reissues, returns, rushies
• Outgoing ACH/Wire
• Relocation
• Travel Advances

• Vendor invoice inquiry help desk
• Customer support (marketing/education, communications)
• Tax withholding review
• 1099 generation
• New supplier set-up
• Supplier record updates
• Supplier risk compliance

Projects/Recon Clearing
Laura Pan

• Review and clear balance sheet reconciliations
• Journal entries
• Sales and use tax review
• Unit performance metrics
• Special projects
University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Accounts Receivable
Nicole Delhomme

Student AR Analyst
Deborah Clark
Javonne Byrd
Sr Collector
Isaac Ojikutu

Non-Student BFS:AR
Kwan Kim

Faculty Home Loans and Student Institutional Loans
Melissa Cunningham
Miriam Hudson
Calvin Huynh

Cash Handling
Nominique Chico

Cash Handling & Banking Services

Reconciliation and Data Analysis
Hui Xie

Credit Card Coordination
Timi Adegbite

Reconciliation and Data Analysis
Hui Xie

System Administration
Pam Creason
John Aczon

Student & delegate inquiry support via Salesforce tickets and email, CSC liaison

Campus Solutions error report reviews, resolution & escalation to system administrators

Student account bad debt recovery (collection outreach, payment agreement creation & monitoring, collection agency & FTB file submissions, bankruptcy claims)

Third-party sponsored student program administration

Campus business unit and customer training, billing and AR support

BFS:AR account administration (customer & contact creation, product code creation, write-offs)

Bad debt recovery for non-student accounts (aging production & review, collection outreach, collection agency assignment)

Bankruptcy review & claims submission

Incoming ACH/Wire log review

BFS:AR use case admin, system testing, eBill / ACH integration

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/PPSL/Institutional Loan administration, counseling and collections

Customer support (CSC liaison, escalated inquiries, communication, web text)

Campus bank deposit coordination and processing

Incoming ACH/Wire claiming

AR payment posting (student and non-student)

Petty cash / research subject pay card coordination

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

Campus PCI compliance

Review and clear balance sheet reconciliations

Journal entries

Unit performance metrics

Special projects

Campus Solutions system configuration (tuition calculation, item type creation & maintenance)

Student transaction quality assurance (charge & payment file monitoring, reports, SME testing, account maintenance, payment application)

Campus user support (marketing, education, account inquiries, user training)

Campus Solutions BSA liaison, use case administration, system testing, and BFS integration testing

Last updated: Aug 2022
University of California, Berkeley
Financial Accounting and Controls

Natalie Garkusha
Director

Plant Accounting and Analysis
Sandra Carnero
James Cooney
Hossai Necko
Tammee Tan
Nadia Culinco

• 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 (plantaccounting@berkeley.edu)

Reporting and Analysis
Sonali Wickramasinghe
Janet Hui
Leo Shevyakov
Chris Tokarski
Cindy Jin

• Account analysis and reconciliation (including revenue/expense variation analysis)
• Chart of account maintenance-agency, current, loan)
• Allocations (AFC, IDC on 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)

Reconciliation and Analysis
Ariana Lightner
Bhavya Rengachary
Dora Chen
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• 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)

Internal Controls, Compliance, and Reconciliation
Yohei Azuma
Amanda Cai
Mario Estrella
Jenny Huynh

• Journal entry processing (including Intercampus, ITOF)
• Account analysis and reconciliation (including receivables, payables, intercampus, etc.)
• External audits reporting
• DFU/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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