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
-vacant-

System Administration
Pam Creason
John Aczon

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

Reconciliation Clearing / Data Analysis
Hui Xie

Credit Card Coordination
Timi Adegbite

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

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

Last updated: September 2019
University of California, Berkeley

Contracts and Grants Accounting

Elizabeth Chavez
Controller (interim)

Contracts & Grants Accounting Manager
Natalia Lau (interim)

Contracts & Grants Accounting Manager
Michelle Teoh

Contracts & Grants
Accounting Manager
Lynne Coulson

Contracts & Grants
Accounting Manager
Katie Hudson

Accounts Receivable
Tina Yang

Accounting & Compliance
Yohei Azuma

Accounting & Reporting
Sravan Duggirala

LOC Invoicing & Draw Down
Holly Xu

Contracts & Grants
Love Joy Sevilleja

Contracts & Grants
Varun Bhatnagar

Contracts & Grants
Esther Chang

Contracts & Grants
Julio Rodriguez

Contracts & Grants
RA 2 -vacant-

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
cga_help@berkeley.edu departmental email

Deficit clearing
Intercampus requests for reimbursements and reporting
Quarterly Federal Cash Transaction verifications
IRR monitoring and collection
Intercampus Financial Control recon review
Membership and Caltrans overhead distributions
Review, monitor, and adjust for GAEGL insurance assessment
CIEE 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 - Training - Reconciling
Sponsored award statistics
Quarterly variance analysis
Internal controls for CGA
AVFC Budget
AVFCIC budget maintenance
Balance sheet review and reconciliation
UAR/AR WIP reporting
SEFA/CAFP report maintenance
System Management Administrator
Process documentation
Fiscal year-end close
Fund inactivation

Invoicing, LOC drawdowns, post invoices to website
Online invoicing
System access tracking
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

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**Reporting and Analysis**
Sonali Wickramasinghe
- Janeth Hui
- Leo Shevyakov
- Chris Tokarski
- Joseph Wong

- 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)

**Reconciliation and Analysis**
Ariana Lightner
- Marissa Ortega
- Tammee Tan

- 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)

**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
- 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)