University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Billing and Payment Operations
Nicole Delhomme
- vacant -

Deborah Clark
Melissa Cunningham
Darin Foster
Aaliyah Jones

System Administration
Pam Creason
John Azcon

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)
- 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 Controller
Michelle Teoh

Contracts & Grants Manager
Lynne Coulson

Contracts & Grants Controller
Katie Hudson

Accounts Receivable
Tina Yang

Accounting & Compliance
Yohei Azuma

LOC Invoicing & Draw Down
Holly Xu

Contracts & Grants
Love Joy Sevilleja

Contracts & Grants
Varun Bhatnagar

Contracts & Grants
Esther Chang

Contracts & Grants
Julio Rodriguez

Paul Carter
Wendy Nokes
Alison Wong
-vacant-

Bhakti Jinjuwadia

Paul Howl

Marrecio Coleman
Reggie Santa Cruz
Glenda Smith
-vacant-

Enrique Fernandez
John Lee
S. Martin Mustafa
Julia Salvacion

Katelyn Barrett
Phillip Larkin
Marina Lum
Sharon Wang

Mark Roderick
Stefan Fan
Thess Solis
-vacant-

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
cgaawards@berkeley.edu departmental email
cgahelp@berkeley.edu departmental email
cga_receivable@berkeley.edu
cgaawards@berkeley.edu
cgahelp@berkeley.edu
cga_receivable@berkeley.edu
cgaawards@berkeley.edu
cgahelp@berkeley.edu

Deficit clearing
Inter-campus requests for reimbursements and reporting
Quarterly Federal Cash Transaction verifications
IRR monitoring and collection
Inter-campus Financial Control recon review
Membership and Caltrans overhead distributions
Review, monitor, and adjust for GAEI insurance assessment
CIEE management fee distribution
Fiscal year-end close
STIP refunds to DHHS
cga_ar_help@berkeley.edu departmental email
cga_receivable@berkeley.edu departmental email
cgaawards@berkeley.edu departmental email
cgahelp@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
AVFC/CMC maintenance
Balance sheet review and reconciliation
UAR/AR WIP reporting
SEFA/CAPP 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

Last updated: October 2019
University of California, Berkeley
Financial Accounting and Controls

Natalie Garkusha
Director

Plant Accounting and Analysis
Sandra Carnero
- James Cooney
- Hossai Necko
- vacant-

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

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

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

- 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 (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)
- 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)

Last updated: November 2019
Payroll Controls and Timekeeping Integration

**Payroll System**
- Release coordination
- System and production maintenance
- PPS access and security
- PPS ad-hoc reports
- Page Center access and inquiries
- Daily System checkout

**CallTime 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
- GLACIER documentation
- Foreign tax payments
- Legacy PPS Troubleshooting & Adjustments
- UCPay escalation
- Instant Pay Card Special Handling
- Special Projects (Payroll review and analysis)
- PPS Overpayment netcalc

**Audit and Reporting**
- Journal adjustments
- Inter-campus transfers
- Over 120 PET
- Billing Journals
- PPS Check reissuance
- Imputed Income
- 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

GL Analyst
Richard Burge
Mauricio Sosa
Vacant

Automated Testing
Rahul Kuruvilla
Valentine Todorow
Vernon Givens

Digital Communications Specialist
Roy McNeill

FIS Grants
Anoop Hirdani

AP Analyst
Matt White
Vacant

Grants Analyst
Teja Pichikala
Neeren Sharma
Fenny Teng
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

Campus application integrations
Business process improvement and mapping
Requirements gathering & modifications
Query writing
System documentation
UCPath ChartField and COA Validation Interfaces

Last updated: September 2019