University of California, Berkeley
Accounts Payable and Travel

Dan Parnas
Director

Payables/T&E Operations
William Litteral

- Invoice review and data entry for voucher creation
- Exceptional transaction clearing (monitor CXML/Transcepta invoices, resolve unmatched or rejected items)
- Reimbursement and invoice scanning

T&E Operations
Donna Duncan
Agnes DeGuzman

- Travel and Entertainment reimbursement transaction review
- Connexxus, Direct Bill, and Direct Entry program coordination

Procurement Card Program
Jeff Kent

- Administration and cardholder support for UC's physical procurement and travel cards
- Oversight and audit of procurement card transactions
- Payment Plus administration and vendor support
- Administration of UC's Expense Card program

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

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

Vendor and Payment Support
Kelly Boyette

- 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

Payables Operations
Lorane Washington
Erecka Dunn
Yenny Tjandra

Vendor Support
Susan Cook
Pam Tabron
Rachel Jensen
Brian Chapman

Projects/Recon Clearing
Laura Pan

- Review and clear balance sheet reconciliations
- Journal entries
- Sales and use tax review
- Unit performance metrics
- Special projects

Last updated: March 2020
University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Billing and Payment Operations
Nicole Delhomme
- 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

System Administration
Pam Creason
John Azcon
- 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 Loans
Student Institutional Loans
Nominique Chico
Miriam Hudson
Kwan Kim
- 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)

Reconciliation Clearing / Data Analysis
Hui Xie
- Review and clear balance sheet reconciliations
- Journal entries
- Unit performance metrics
- Special projects

Credit Card Coordination
Tim Adegbite
- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance
University of California, Berkeley
Contracts and Grants Accounting

Contracts & Grants Accounting Manager
Natalia Lau (interim)

Accounts Receivable
Tina Yang

Bhakti Jinjuwadia

Paul Carter
Wendy Nakas
Alison Wong
-vacant-

Contracts & Grants Accounting Manager
Lynn Coulson

Accounting & Compliance
Sraavari Duggirala

Victoria Wu

Michelle Teoh

Contracts & Grants Manager
Yunus Bhatagar

Contracts & Grants Manager
Esther Chang

Contracts & Grants Manager
Julio Rodriguez

LOC Invoicing & Draw Down
Holly Au

Maricel Coleman
Reggie Santa Cruz
Glenda Smith
Julia Salvacion

Katelyn Barrett
Katie Hudson

Varun Bhatnagar
Enrique Fernandez

Katelyn Barrett
Katie Hudson

Sharon Wang
Phillip Larkin

Marina Lum
Thess Solis

Stefan Fan
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

- Deficit clearing
- Intercampus requests for reimbursement 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 GAEI insurance assessment
- CEE management fee distribution
- Fiscal year-end close
- STIP refunds to ORS
- 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
- AVCFC Budget
- AVCFC HCM maintenance
- Balance sheet review and reconciliation
- UAR/AR WIP reporting
- SFE/CAFAR report maintenance
- System Management Administrator
- Procurement 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

Elizabeth Chavez
Director

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

Natalie Garkusha
Director

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

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

Reconciliation and Analysis
Ariana Lightner
Marissa Ortega
-vacant-
-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 (plantaccounting@berkeley.edu)

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

Natalie Garkusha
Director

Last updated: May 2020
University of California, Berkeley
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

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
- GLACIER 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 Income
- GL Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting

Last updated: February 2020