University of California, Berkeley
Accounts Receivable and Banking Services

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 Aczon
- 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
Nomini 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
Timi Adegbite
- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance

Kirsten Wechling
Director

Last updated: January 2020
The diagram outlines the structure and responsibilities of Contracts and Grants Accounting within the University of California, Berkeley. It includes roles such as Director, Manager, and various Accountant and Manager positions. The responsibilities listed for each role cover areas like budgeting, invoicing, budget review, and internal audit coordination. The diagram is updated as of December 2019.
**Reporting and Analysis**
Sonali Wickramasinghe

Janet 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)
- Internal controls, compliance, and reconciliation
  - Alicyn Glamann
  - James Cooney
  - Hossai Necko
  - vacant
  - vacant

- Chart of account maintenance
- Account analysis and reconciliation (including revenue/expense variation analysis)
- External audits reporting
- Management report coordination and coordination
  - James Cooney
  - Hossai Necko
  - vacant
  - vacant

- Debt financing draws
- IRS declarations for external financing
- State capital appropriation claims
- UC Path project (certain GL-related business processes and interface)
- Related organization and component unit analysis
- Division certification and management reporting coordination
- Financial accounting analysis of complex transactions (other than capital transactions)

- Intercampus, ITOF
- DFL/SAR controls monitoring
- Related organization and component unit analysis
- Financial statement external audit support and coordination
- Campus support (financialcontrol@berkeley.edu and itof@berkeley.edu)
Payroll Escalation and Foreign Tax Compliance
- Customer Service Window Service
- GLACIER documentation
- Foreign tax payments
- Legacy PPS Troubleshooting & Adjustments
- UCP ath pay escalation
- Instant Pay Card Special Handling
- Special Projects (Payroll review and analysis)
- PPS Overpayment netcalks

Audit and Reporting
- Journal adjustments
- Inter-campus transfers
- Over 120 PET
- Billing journal
- PPS Check reissuance
- Imputed Income
- GS Accounts review
- Payroll records & data requests
- FICA review and adjustments
- 1042 remittance and reporting

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