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
Calvin Huynh

Cash Handling
Nominique Chico

Cash Handling & Banking Services
Hui Xie

Reconciliation and Data Analysis
Timi Adegbite

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/YPSL / 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

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

Reconciliation and Analysis
Ariana Lightner
- Bhavya Rengachary
- Dora Chen
- 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-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)

- 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)
- Campus support (controllers_ucpath@berkeley.edu)

- 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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• 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
• UCPATH Integration for employee data
• Accounts payable module
• Batch interfaces – vouchers
• BearBuy interface to AP/PO
• Supplier interfaces

• 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
• CGA Month end close
• Effort Reporting Interfaces

• Maintenance patching
• Unit and Regression Testing
• System Implementations and upgrades
• Automatic test script creation, maintenance and execution
• Coordination of Communications and Change Management

• Requirements gathering & modifications
• Query writing
• UCPath ChartField and COA Validation Interfaces

• Campus application integrations
• Business process improvement and mapping
• Special Projects