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 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
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
Timi Adegbite

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

Last updated: January 2020
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 Wickramasingehe
- Janet Hui
- Leo Shevyakov
- Chris Tokarski
- Joseph Wong

Reconciliation and Analysis
Ariana Lightner
- Marissa Ortega
- 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, 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
- DFUSAR 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: May 2020
Payroll Controls and Timekeeping Integration

Crystal Parkinson  
Director

Systems  
PPS/CalTime/Friendly Name Application  
Theron Ginn  
Kristina Ruiz

Payroll Escalation and Foreign Tax Compliance  
Debby Haskell

Pay Analysis/Customer Service  
Shanmei Yue

Foreign Tax Compliance  
Sofia Nekmal

Audit and Reporting  
Jerri Rausse

Payroll Taxes/MLA's  
Anne Sato

Postdoc Billed Direct/Imputed Income  
Katy Lai Nei Chung

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 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: February 2020
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

FIS Security
Barbara Scullion

FIS Security
Justin Whitmer

FIS Financials
Chanden Deep

AP Analyst
Bhumika Jasani

GL Analyst
Richard Burge
Mauricio Sosa
-vacant-
-vacant-

FIS Program
Gopi Margam

Automated Testing

FIS Grants
Anoop Hirdani

Grants Analyst
Teja Richikala
Neeren Sharma
Fenny Teng
Rajesh Koppanathi
-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: January 2020