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
Nomrique Chico
Miram 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
Contracts and Grants Accounting

Contracts & Grants Accounting Manager
Natalia Lau (interim)

Accounts Receivable
Tina Yang

Accounting & Reporting
Savvadi Diagiratis

Accounting & Compliance
Victoria Wu

Accounting & Financial Analysis
Michelle Teoh

Contracts & Grants Manager
Lynne Coullon

Contracts & Grants
Katie Hudson

Arts Receivable
Bhakti Jinjuwadia

Paul Howl

LOC Invoicing & Draw Down
Holly Au

Marecco Coleman
Love Joy Sevilleja

Marinela Luna
Julia Salvacion

Contracts & Grants
Varun Bhardwaj

Enrique Fernandez
John Lee

S. Martin Mustafa
Sharon Wang

Contracts & Grants
Julia Rodriguez

Mark Rodrick
Stefan Fan

RA2 - vacant

Contracts & Grants Accounting

- AR aging
- Statement of accounts to sponsors
- Receivables collection
- Research requests and response 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
- gca_receivables période contracts.berkeley.edu departmental email

- External and intercampus audit coordination
- Effort Reporting System
- Post-award compliance monitoring
- Month-end close including data validations
- Fiscal year-end close
gaawards@berkeley.edu departmental email
gcahelp@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 GAEL insurance assessment
- CEE management fee distribution
- Fiscal year-end close
- STIP refunds to DHHS
- GCA_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 CCA
- AVCFC Budget
- AVCFC HCM maintenance
- Balance sheet review and reconciliation
- UAR/AR WIP reporting
- SEFA/CAPF 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: December 2019
Plant Accounting and Analysis
Sandra Camero
- James Cooney
- Hossai Necko
- vacan<nt-
- vacan<nt-

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

Reconciliation and Analysis
Ariana Lightner
- Marissa Ortega
- Tammee Tan
- vacan<nt-

Internal Controls, Compliance, and Reconciliation
Yahvi 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)

- 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: January 2020
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
- UCP #41 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

Payroll Escalation and Foreign Tax Compliance
- Customer Service Window Service
- GLACIER documentation
- Foreign tax payments
- Legacy PPS Troubleshooting & Adjustments
- UCP #41 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

Payroll Controls and Timekeeping Integration
- Crystal Parkinson
  Director

Payroll Escalation and Foreign Tax Compliance
- Debby Haskell

Audit and Reporting
- Jerri Rausse

Pay Analysis/Customer Service
- Shanmei Yue

Foreign Tax Compliance
- Sofia Nekmal

Payroll Taxes/MLA’s
- Anne Sato

Postdoc Billed Direct/Imputed Income
- Katy Lai Nei Chung

Last updated: February 2020