University of California, Berkeley
Controller’s Office
July 2019

Rosemarie Rae
Associate Vice Chancellor & Chief Financial Officer

Elizabeth Chavez
Controller (interim)

Accounts Payable and Travel
Dan Parnas

Accounts Receivable and Banking Services
Kirsten Wechling

Contracts and Grants Accounting
Elizabeth Chavez

Financial Accounting and Controls
Natalie Garkusha

Payroll Controls and Timekeeping Integration
Crystal Parkinson

BFS Business Systems
Tracy Okamura

Training and Communications
Rob Cannon
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

Payment Card Program Coordination
Jeff Kent
Richelle Cristi

- Administration and cardholder support for procurement card, event planner card, travel study card and travel charge card programs

Vendor and Payment Support
-vacant-

Outgoing Payables Operations
Carie Saxton
Gloria Smith
Ellen Wilson

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

Vendor Support
Susan Cook
Pam Tabron
-vacant-

Projects/Recon Clearing
Laura Pan

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

Payables Operations
Lorane Washington
Brian Chapman
Erecka Dunn
Yenny Tjandra

T&E Operations
Donna Duncan
Agnes DeGuzman

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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 and non-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 Institutionals Loans
- 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
Robyn Hegarty (interim)

- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance
University of California, Berkeley
Financial Accounting and Controls

Natalie Garkusha
Director

Plant Accounting and Analysis
Sandra Carnero
- vacant -
James Cooney
Hossai Necko
Victoria Wu

Reporting and Analysis
Sonali Wickramasinghe
Janet Hui
Leo Shevyakov
Joseph Wong

Reconciliation and Analysis
Ariana Lightner
- vacant -
Marissa Ortega
Tammee Tan

Internal Controls, Compliance, and Reconciliation
Natalia Lau
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 (gao@berkeley.edu and 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
- 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)

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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
- UCPay 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

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

Pay Analysis/Customer Service
- Shanmei Yue

Foreign Tax Compliance
- Sofia Nekmal

Payroll Taxes/MLA’s
- Anne Sato

Postdoc Billed Direct/Imputed Income
- Katie Lai Nei Chung

Reconciliations/Adjustments
- Sherryl Brinkley

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University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

Team 1 – GL, AP, Security
Richard Burge
Chanden Deep
Barbara Scullion
Matt White

Team 2 – Grants, AR, Billing
Anoop Hirdani
Gopi Margam
Neeren Sharma
Fenny Teng

- General ledger module
- Accounts payable module
- Batch interfaces – vouchers
- BearBuy interface to AP/PO
- Supplier interfaces
- System Access Review
- BFS security
- SARA request system

- 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 bus.unit setup

- Campus application integrations
- System implementations, upgrades
- Maintenance patching
- Business process improvement and mapping
- Requirements gathering & modifications
- Unit and regression testing
- Query writing
- System documentation
- Special projects

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