University of California, Berkeley
Accounts Receivable and Banking Services

Kirsten Wechling
Director

Billing and Payment Operations
Nicole Delhomme

Deborah Clark
Melissa Cunningham
Darin Foster
Aaliyah Jones
-vacant-

System Administration
Pam Creason
John Aczon

Faculty Home Loans
Student Institutional Loans
Nominique Chico
Miriam Hudson
-vacant-

Reconciliation Clearing / Data Analysis
Hui Xie

Credit Card Coordination
Timi Adegbite

- Review and clear balance sheet reconciliations
- Journal entries
- Unit performance metrics
- Special projects
- Merchant coordination (account set-up, business process consultation, advise departments regarding credit card acceptance policy)
- Campus PCI compliance

- 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
- 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 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)
University of California, Berkeley
Contracts and Grants Accounting

Elizabeth Chavez
Controller (interim)

Contracts & Grants Accounting Manager
Natalia Lau (interim)

Accounting & Compliance
Yoheli Azuma

Accounting & Reporting
Sravani Duggirala

LOC Invoicing & Draw Down
Holly Xu

Contracts & Grants Manager
Lynne Coulson

Contracts & Grants
Varun Bhattachar

Contracts & Grants
Esther Chang

Contracts & Grants
Julio Rodriguez

Accounts Receivable
Tina Yang

Accounting & Compliance
Bhakti Jinjuwadia

Accounting & Reporting
Paul Howl

Contracts & Grants
Marcelo Coleman
Reggie Santa Cruz
Glenda Smith

Contracts & Grants
Enrique Fernandez
John Lee
S. Martin Mustafa
Julia Salvacion

Contracts & Grants
Katelyn Barrett
Phillip Larkin
Marina Lum
Sharon Wang

Contracts & Grants
Mark Roderick
Stefan Fan
Thess Solis
-vacant-

- AR aging
- Statement of accounts to sponsors
- Receivables collections
- Research requests and respond 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
- cpa_receivable@berkeley.edu departmental email

- External and internal audit coordination
- Effort Reporting System
- Post-award compliance monitoring
- Month-end close including data validations
- Fiscal year-end close
- cgpawards@berkeley.edu departmental email
- cgahelp@berkeley.edu departmental email

- Deficit clearing
- Intercampus requests for reimbursements 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 GAE insurance assessment
- CIEE management fee distribution
- Fiscal year-end close
- STIP refunds to DHHS
- Cpa_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 CGA
- AVFC Budget
- AVFC CMC maintenance
- Balance sheet review and reconciliation
- UAR/AR WIP reporting
- SEFA/CAP 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: October 2019
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
- 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: November 2019
University of California, Berkeley
BFS Business Systems

Tracy Okamura
Director

- 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

FIS Financials
Chanden Deep

AP Analyst
Matt White
- vacant-

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

Automated Testing
Rahul Kuruvilla
Valentine Todorow
Vernon Givens

Digital Communications Specialist
Roy McNeil

FIS Grants
Anoop Hirdani

Grants Analyst
Teja Pichikala
Neeren Sharma
Fenny Teng
- vacant-
- vacant-

FIS Security
Barbara Scullion

FIS Security
- vacant-

Campus application integrations
Business process improvement and mapping
Requirements gathering & modifications
Query writing
System documentation
UCPath ChartField and COA Validation Interfaces

Last updated: September 2019