

Karen Mattern

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- **Treasury/Banking**
 - Bank account reconciliations
 - FEBA management
 - Execute approved wire transfers
 - Interest income allocation
- **Financial Aid and Loans**
 - Financial Aid restricted funds (PHEAA, Pell SEOG, FWS, etc.)
 - Alternative loans
 - Private scholarships
 - Drawdowns, reconciliations, return of funds
 - FISAP review
- **Other Accounting**
 - Auxiliary operations
 - PASSHE cash activity
 - UPSafety
 - Petty cash

Bill Sheridan

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- **Accounts Receivable & Revenue**
 - Student A/R subledger reconciliation
 - Student A/R allowance for uncollectible accounts
 - Departmental invoicing coordination with Bursar's Office
 - Revenue deferral entries and scholarship allowance
- **Student System**
 - Data, accounting entry and transaction flow to GL expertise
 - Interface with SAP General Ledger
 - Item type/detail code definitions
- **Component Units**
 - WCUF, USH, SSI, Alumni Association
 - Accounting entries and oversight
 - Financial reporting including annual support certification

Vacant Position

Contact Anela Kruse
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- **Capital Equipment**
 - Equipment capitalization and depreciation accounting
 - Equipment tagging and inventory
- **Capital Projects**
 - Construction projects capitalization and depreciation accounting
 - Project cost center setup and funding transfers
- **Other Capital Assets & Debt**
 - Library
 - Lease and SBITA accounting
 - Bond activity and drawdowns
 - Key 93 reporting
- **Other Accounting**
 - Unrestricted expense transfers
 - Employment/payroll related (e.g. leave payout reclass, GA waivers, unemployment, etc.)
 - Cross fund transfers
 - Unclaimed property
 - Prepaid expenses

Leslie Ely

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- **Restricted Scholarships & Other Funds**
 - 7539 Restricted Scholarships; 7533 Other Restricted Funds*
 - Cost center creation, invoicing, collection (if applicable)
 - Expense transfers and closeout
 - Scholarship coordination with Foundation
- **Unrestricted Grant Accounting**
 - 7519 Unrestricted Grants*
 - Expense transfers and closeout
- **Athletics Accounting**
 - Expense transfers, chargebacks and other journal entries
 - Summer Camp accounting and closeout
 - NCAA Revenues & Expenses reporting
- **Other Accounting**
 - Institutional chargebacks
 - Conference Services

Lisa Westervelt

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- **Restricted Grant Accounting**
 - 7534 Restricted Federal Grants; 7535 Restricted Local / Private Grants; 7536 Restricted State Grants; 7538 Restricted PASSHE Grants; 7537 Restricted PASSHE Appropriations*
 - Cost center creation, invoicing, collection, drawdown
 - Expense transfers
 - Indirect cost allocation
 - Financial management including budgeting and reporting
 - Grants management training
 - Project closeout
 - HERD survey and other reporting
 - Support for various audits
- **Investment Accounting**
 - Endowment accounting and reporting
 - Trust accounting
 - COT reporting