

Retire Equipment	X	X	X	X	X	X	X	X	X
Reporting									
Ad hoc reports requested by Department, AVP Finance, VP Admin & Finance	X	X	X	X	X	X	X	X	X
Miscellaneous									
Assist staff on property related matters	X	X	X	X	X	X	X	X	X
Coordinate pick-up and disposal of scrapped equipment	X	X	X	X	X	X	X	X	X
Accounting - Student Accounts	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Review Daily Cash Reconciliations						X	X	X	
Review student 1098 information	X	X	X	X			X	X	X
Federal Work Study Billing Analysis and Requests		X	X					X	
Process journal transfers for deferred revenue as requested	X	X	X	X					
Provide monthly accounts receivable reconciliations to management	X	X	X	X		X	X		
Record journal transfer for Escheatment of stale dated checks as needed					X		X		
Void lost checks and reissue new payments as requested					X		X		
Provide testing as required for campus SF upgrades	X	X	X	X	X		X		
Follow up on past-due invoices								X	
Reconciliation & Review of Scholarship billing with UEC/PHIL accounts									X
Reconciliation & Review of Student Support Payments billing with UEC								X	
Provide specific student financials fee revenue/waiver analysis as requested	X				X		X		
Preparation and analysis for Annual Fee Report	X	X	X	X	X	X	X		
Preparation of auditor requested schedules/questions	X								
Customer service-create/provide training on queries					X		X	X	X
Committee participation-Scholarship Task Force Committee									X
Monthly Dashboard Accounts Receivable Analysis Reports to Management	X	X	X	X	X		X		
Review third party activity/billing invoices/research	X	X	X				X	X	
SF Write Off analysis/allocation/journal	X	X	X	X	X				
Validation of charges					X				
Placement of holds	X	X	X	X	X				
Release of holds	X	X	X	X	X				
Establish payment agreements	X	X	X	X	X				
Account investigation at the request of Judy/Angelica/Randy					X				
Movement of payments					X		X		
Defer special program students							X	X	
Payment apply FA for special program students							X		
Refund special program students							X	X	
Correspond with special program students (email/phone)							X	X	
Account investigation at the request of Miya/Rose							X		
Email reminders - future due/past due	X	X	X	X	X				
Dunning letters - past due	X	X	X	X	X				
Collection agency placement	X	X	X	X	X				
FTB placement	X	X	X	X	X				
Enrollment cancellation	X	X	X	X	X				
SF Write Off analysis/processes	X	X	X	X	X				
Review student 1098 information	X	X	X	X			X	X	X
Federal work study billing analysis and requests		X	X	X				X	
Provide testing as required for campus sf upgrades	X	X	X	X	X		X		
Reconciliation of scholarship billing with foundation accounts								X	X
Reconciliation of student support payments billing with foundation accounts								X	
Preparation and analysis for Annual fee report	X	X	X	X	X	X	X		
Campus SF training a requested	X	X	X	X	X	X	X	X	X
Process waivers as backup	X	X	X	X	X			X	X
Process scholarship billing as back up									X
Accounting - Bursar	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Daily cash reconciliation						X	X	X	
Process third party Invoices	X	X	X				X	X	
Process third party past due invoices and letters	X	X	X				X	X	
Provide payment information	X	X	X				X	X	
Set-up third party contracts	X	X	X				X	X	
Provide customer service to campus departments	X	X	X			X	X	X	
Prepare third party parking decal list						X			
Billing student payments for UEC								X	
Billing scholarships for Philanthropic									X
Distribute/ hold /Athletic Scholarships									X
Credit/Debit Card Reconciliation to Wells Fargo						X	X		
Email wires to Miya							X		
Distribute Athletic checks									X
Daily Cash Reconciliation	X	X	X	X	X	X		X	X
Moving Payments					X				
Maintain ePay Site					X	X			
Change Orders						X			
Journal Entries						X			

Inventory Management						X			
Reports								X	X
Paypal									X
Dishonored Checks	X	X	X	X	X	X	X		
Chargebacks				X	X	X	X		
Credit Card Reconciliation				X	X	X	X		
ACH Returns						X			
Dispenser Deposits						X			
Booth Deposits						X			
Ventec Deposits						X			
Park Mobile Deposits						X			
Vendor Checks				X					
CC Payments								X	
Cash Deposits								X	X
Petty Cash								X	X
ACM Deposit								X	
Flex Cash Payments								X	
Payroll Disbursement							X	X	X
Payroll Deductions					X				
Departmental Deposits	X	X	X						
Wire Transfers					X				
Housing Payments					X				
Parking Deposits - Mail						X			
Health Center Deposits				X					
Pharmacy Deposits				X					
Process Change Orders				X					
Item Type Set Up					X		X	X	X
Term Set Up	X	X	X		X		X		
Accounting - General Accounting	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Transfer of Expenses				X	X	X	X		
Requests for Chargebacks					X	X	X		
ADNOATS				X	X	X			
Cash Posting Order (CPO) Requests/Processing									
Review GL for abnormal balances				X	X	X	X		
Review Cashnet transactions for deposits to expenses	X			X	X	X	X		
Trust Fund Training				X	X	X	X		
Transfers In/Out		X	X		X	X	X		
Record AR outside of PS						X	X		
Cash Count Audits/Reconciliation	X	X	X	X		X	X		
Unclear Collection Reconciliation				X					
Quarterly Sales Tax Remittance				X					
AP Reconciliation				X	X	X	X		
Trust Cash Balances				X	X	X	X		
Health Center Lab Fee Transfer				X					
PDC Health Services/Facilities Fee Transfer				X					
1/3 Financial Aid Set Aside				X					
MOU journals					X	X	X		
All Funds Report									
Review Interface Batches/Correct Errors	X	X	X	X	X	X	X		
Automatic Billing	X	X	X					X	X
AR Aging Reports								X	X
AR Collections		X	X					X	X
FWS Billing		X	X						
FRT Billing								X	
Parking Fee Billing	X	X	X						
Scholarship Billing								X	X
Utilities		X	X		X	X	X		
Labor Cost Distribution				X	X	X	X		
Fund Balance Clearing/Cash Swap				X	X	X	X		
Trust Fund Investments Analysis				X	X	X	X		
Payroll Reconciliation				X	X	X	X		
Maintain Payroll AR				X	X	X	X		
Stop Payments	X	X	X	X	X	X	X		
Monitor O/S Checks & Escheat	X	X	X	X	X	X	X		
Reconcile WF Checks Paid	X	X	X	X	X	X	X		
WF Bank Reconciliation	X	X	X	X	X	X	X		
Accounting - Reporting and Tax	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Assists in resolving NRA tax issues	X	X	X					X	
Review revenues and prepare UBIT report					X	X	X		
Chart of Accounts set up and maintenance	X	X	X	X	X	X	X	X	X
Prepare and reconcile Financial Statement Note14 with Auxiliaries Notes	X	X	X					X	X

Review Auxiliaries' financial statements	X	X	X					X	X
Record GAAP adjustments for SRB funds				X	X	X	X		
Prepare GAAP PBC schedules with SRB fund info				X	X	X	X		
Prepare financial states with SRB fund info				X	X	X	X		
Accounting - Director's Office	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
ProForma Financial Statements		X	X	X	X	X	X		
Debt Service Coverage Ratio Calculations		X	X	X	X	X	X		
Banking/Cash Management/Investments/Wires	X	X	X	X	X	X	X		
Year End close/Legal Reporting		X	X	X	X	X	X		
GAAP audit and reporting	X	X	X	X	X	X	X	X	X
Tax				X	X	X	X		
Data Integrity/ICSUAM	X	X	X	X	X	X	X		
Accounts Receivables	X	X	X	X	X	X	X		
Bad Debt Analysis	X	X	X	X	X	X	X		
Fee Committee	X	X	X	X	X	X	X		
Scholarship Task Force	X	X	X	X	X	X	X	X	X
Internal Audits	X	X	X	X	X	X	X		
Trusts	X	X	X	X	X	X	X		
Auxiliary Financial Services	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Payroll Processing:									
Bi-monthly payroll check processing	X	X	X					X	X
Payroll tax reporting	X	X	X					X	
Annual audit support for payroll related requests	X	X	X					X	
Provide payroll reporting as needed for sponsored projects and mgmt.								X	
Payroll file management	X	X	X					X	X
Payroll-HR assistance	X	X	X						
Provide customer service/training to employees	X	X	X					X	X
Provide NRA tax determination to employees									
Process manual checks as needed for late time sheets, separations, etc...								X	X
Prepare unemployment, workers comp data for each pay period	X	X	X					X	X
Reporting of retirement wages and deductions	X	X	X					X	X
Quarterly reconciliation of wages for tax reporting - Form 941	X	X	X					X	X
Annual reconciliation for W2s	X	X	X					X	X
Provide monthly vacation accrual information for sponsored projects								X	
Reporting of escheated checks to State Controller								X	
Attend trainings to keep current on employment law	X	X	X					X	X
Verify employment packets, I-9s for compliance	X								
Set up new employees in payroll system	X	X	X						
Update all employee status changes into payroll system	X	X	X						
Set up employee direct deposit	X	X	X						
Coordinate employee parking with stateside A/R	X	X	X						
Enroll benefitted staff in Cal PERS retirement and health	X	X	X						
Enroll benefitted staff in MetLife Dental and VSP vision plans	X	X	X						
Deliver payroll checks to Bursar's Office for distribution	X	X	X						
Prepare payroll report for SMSU		X	X						
Reconcile and transmit reportable earnings to Cal PERS	X	X	X						
Reconcile and remit monthly payments for vision, dental, life insurance	X	X	X						
Reconcile and remit payments for Workers Comp and Unemploy. Insur.	X	X	X					X	X
Provide payroll reporting to CSURMA/AORMA	X	X	X					X	X
Prepare wire transfer request for bi-weekly payroll to stateside acctg.	X	X	X						
Maintain vacation/sick leave balances for all employees	X	X	X					X	X
Answer all inquires from EDD, IRS, FTB, PERS in relation to payroll	X	X	X					X	X
Prepare annual pay date schedule and pay period processing	X	X	X					X	X
Banking									
Monthly bank account reconciliations	X	X	X					X	X
Investment account reconciliations									X
Daily check of bank transactions								X	X
Investment of endowment funds									X
Withdrawal of funds for scholarships/endowment mgmt. fee									X
Quarterly endowment reconciliation									X
Quarterly charitable remainder trust reconciliations								X	
Process deposits through on-site remote deposit capture								X	X
Post cash receipts/EFTs	X	X	X					X	X
Provide credit card payment information to Bursar's Office								X	
Place stop payment orders on lost checks	X	X	X					X	X
Process stock transfer gifts									X
Process cash draw downs for sponsored program projects								X	
Monthly credit card account reconciliations								X	X
Issue new credit cards/cancel and replace cards as needed								X	X
Accounts Payable									
Process payments from disbursement requests	X	X	X					X	X

Participation in CFS upgrade projects	X	X	X					X	X
Participation in HR/Payroll vendor transition	X	X	X					X	
Use/Sales tax reporting to Board of Equalization	X	X	X					X	X
Audit support for SP agency, internal, NCAA, annual, and C.O. audits	X	X	X					X	X
Provide assistance with Sponsored Programs agency reporting								X	
Respond to public record requests	X	X	X					X	X
Place holds on student accounts as requested								X	
Vice President's Office	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Weekly one-on-one meetings (AVP)	X	X		X	X				
Weekly one-on-one meetings (VP)									
Budget Support/Monitoring (Budget Analyst)	X	X	X	X	X				
Board of Directors Member (VP)	X	X							
Attend weekly Board Meetings (VP, AVP, Confidential Aid)	X	X							
Finance Board Member (VP)		X							
Schedule meetings (ASC)	X	X	X	X	X				
Clerical Support ie folder prep, correspondence, payroll, etc (ASC)	X	X	X	X	X				
Expansion Committee (VP, AVP, Confidential Aid, Budget Analyst)	X	X	X		X				
Systemwide Health Serve Committee Member (VP)				X					
Monthly Directors' Meeting (VP, AVP, Confidential Aid, Budget Analyst, ASC)	X	X	X	X	X				
Cost Recovery Plan									
Compile information into report format	X	X	X	X	X				
Monitor activity in cost recovery trust funds	X	X	X	X	X				
Enrollment Services	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Process and mail transcripts							X		
Scan transcripts for archiving purposes							X		
Scan other academic documents for archiving purposes							X		
Support storage facilities for transcripts							X		
Support storage facilities for grade rosters							X		
Support storage facilities for memos							X		
Support storage facilities for change of grades							X		
Support storage facilities for class rosters							X		
Change of grade processing							X		
Processing of paperwork for Veterans Affairs							X		
Financial Aid Office									
Provide Financial Aid documents							X		
Assist with preparation of documents related to Direct Loans, Alt loans,							X		
Provide CEL students with ongoing information regarding loans							X		
Provide CEL with weekly updates							X		
Administrative Computing & Business Intelligence	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Administrative Computing programming services									
Invoices to students				X			X		
Education course reporting to CO				X			X		
Changes to transcript printing				X			X		
Fee table set up/consultation				X			X		
Curriculum Processing changes				X			X		
Student fees for extension				X			X		
Billing & Receivables reports (Open University student fee, extension student fee, fee analysis)				X			X		
SECI Programming				X			X		
Student information extract transfer to CD						X			
T2 line system support						X			
Server Housing and Updates			X						
Technology Operations & Customer Support	ASI	SMSU	Rec Sports	Health Ctr	Housing	Parking	CEL	UEC	Phil
Data Center Services									
Server co-location/hosting					X		X		
Virtual environment server management and hosting					X		X		
Technology Support Center									
Campus OneCard administration and support	X	X	X	X	X	X	X	X	X
Campus software administration and support	X	X	X	X	X	X	X	X	X
Campus e-mail administration and support	X	X	X	X	X	X	X	X	X
Campus active directory administration and support	X	X	X	X	X	X	X	X	X
IT Customer Support	X	X	X	X	X	X	X	X	X
Telecommunication and Network Services									
Campus wired network management and support	X	X	X	X	X	X	X	X	X
Campus wireless network management and support	X	X	X	X	X	X	X	X	X
Campus VoIP telephone system management and support	X	X	X	X	X	X	X	X	X
Campus infrastructure/cabling management and support	X	X	X	X	X	X	X	X	X
IT Customer Support	X	X	X	X	X	X	X	X	X
Network									
Software: ProceraCare - Network Management		X	X	X	X		X	X	

