FINANCIAL SERVICES

Director of Financial Services
Carol Lee

AR / Budget
Assoc. Dir of Rev Mgmt
Ivonne Cabezas

Budget
Budget Analyst
Antananique Poke
Budget Student Assistant

AR
AR/Vault Cashier
Louisa Keyes
AR Student Assistant

Accounting
Lead Accountant
Armida Lopez

Accounting Technician
Janette Santana

Accounting Student Assistant

Customer Svc
Financial Services Generalist
Angelica Rosas

Customer Svc
Lead Student Cashier

AP
Assoc. Dir of Disb Mgmt
Christina Albrigo

AP
AP Fund Specialist
(BSC / IRA)
Jessica Martinez

AP
AP Fund Specialist
(ASI / Agency)
Robia Kim

AP
AP Student Assistant

Student Cashier

Student Cashier

Student Cashier

Student Cashier

Student Cashier
## Accounts Receivable (AR)
- Cash receipts & deposits
- Billing & invoices
- Collection on invoices
- Cash handling training (also online)
- Cash & merchandise inventory audits
- Petty cash requests
- Merchandise inventory (dept. only)
- Answer specific questions regarding billing, deposit, cash receipt

## Accounts Payable (AP)
- Purchase orders (POs)
- Disbursement requests (DRs)/OnBase
- Vendor Data Form
- Signature form
- Travel, hospitality, prizes & awards
- Cash advance
- Disbursement training
- Scholarship
- 1099, sales tax & use tax filings
- Amazon & Office Depot user access
- Answer specific questions regarding disbursements

## Budget
- Annual budget development
- Budget allocations/transfers
- Processing mid-year budget requests
- Budget relines
- Mandatory budget workshop
- Answer specific questions regarding budget (How to fill out the budget form? How to get more money? What if we missed the deadline?)

## Customer Service
- Cashiering
- Change fund
- Collection of all forms
- Financial statement requests, account balance requests (clubs & orgs)
- Financial Services website
- Smart Spending Manual
- Customer satisfaction survey
- Answer general questions regarding forms, policies & procedures

## Accounting
- ASI Procurement Card administration (dept. only)
- ASI cell phone program (dept. only)
- Journal entries (to correct errors)
- Financial reporting, monthly P&L distribution (dept. only)
- Stop payment requests & check replacement requests
- Fixed asset management (tagging, inventory & disposition)
- Treasury management
- 990/990T tax filing assistance, unclaimed check filing
- Audit coordination