

Christene James
VP, Business Finance / CFO

Regan Lindeman, AVP Financial & Support Services
(209) 667-3345

Francine Gwynne, Controller
(209) 667-3962

- Management and oversight of General Accounting, Auxiliary Accounting, Accounts Payable, Student Financial Services, and Cashiering
- Annual coordination of Financial Statement Audit
- Campus training and consultation on Financial Services policies and procedures
- Compliance and reporting
- Emergency Operations Finance Chief back-up
- Campus audit liaison back-up

Vacant, Director, Procurement & Contract Services
(209) 667-XXXX

- Management and oversight of Procurement & Contract operations
- Training and guidance to staff and campus
- Campus partner/liaison for procurement and contracting functions
- Card program manager/oversight
- High level contract negotiation and execution
- High level Requests for Proposals (RFP)

Frank Bonnell, Support Services Manager
(209) 667-3986

- Management and oversight of the day-to-day operations for Mail Services, Stan Prints (print shop, copy program), Shipping and Receiving, Property Control (Asset Management), Surplus Property and Sales, Record Retention
- Staff and student employee training
- University Record Retention Officer
- Chair, Campus Property Board
- Develop and approve asset transactions, sales, dispositions

Trish Hendrix, Post Award Grants Manager
(209) 667-3979

- Management and oversight of the day-to-day operations of Post Award Administration
- Program Oversight for deliverables and reporting
- Annual Budget Reporting
- Development, implement & Monitor Unit Goals
- CHRS LCD Implementation Lead

Angie Sevilla, Director, Budget Planning & Administration
(209) 667-3974

- Management and oversight of Budget Planning & Administration
- Budget Call Documents & Process
- Annual Budget Reporting
- Development, implement & Monitor Unit Goals
- CHRS LCD Implementation Lead

Bernadette Sather, Analyst/Programmer
(209) 667-3988

- Manage Peoplesoft/System Interfaces
- Monthly chargeback uploads
- Upgrade testing for CFS, CI, HR, CashNet
- Implement Peoplesoft modules, upgrades
- System troubleshooting

Auxiliary Accounting

Dennette Doris, Auxiliary Accounting Manager
(209) 667-3138

- Management and oversight of the day-to-day operations for Auxiliary Accounting
- Liaison with University Advancement on auxiliary financial matters
- Preparation of annual scholarship/endowment payout calculation
- Coordination of annual financial statement audits and 990 tax returns

General Accounting & Accounts Payable

Jennifer Coebo, University Accounting Manager
(209) 667-3439

- Management and oversight of day-to-day operations for University General Accounting, Accounts Payable & Travel
- University monthly and annual close
- Coordination of annual legal year-end close
- Annual Auxiliary Enterprise (Self Support) Reserve accounting
- Commonly used account code listing
- Accounts Payable Disbursement Review
- Journal entry and reconciliation review and approval

Student Financial Services & Cashiering

Della Guillory, Student Financial Services Manager
(209) 667-3978

- Management and oversight of the day-to-day operations of Student Financials, Billing, Accounts Receivable, Collections, and Cashiering
- CashNet cashiering and EMarket Administrator
- Special, Annual Student Fee Reporting
- Cash Handling for University and Auxiliaries
- Student Financials/CFS monthly close
- Journal entry and student refund review and approval

Vacant, Director, Procurement & Contract Services Manager
(209) 667-3987

- Management and oversight of Procurement & Contract Services operations
- Assignment of incoming requisitions to procurement staff for processing
- Provides general guidance to procurement staff and campus
- Public Works, construction, facilities projects and purchases
- Independent Contractor Agreements
- Campus Marketplace Administrator
- Facilitates Requests for Proposals and other competitive bids
- Equipment and service purchase

Ne Webster, Reprographics Specialist IV
(209) 667-3013

- Daily operations for Stan Prints, Copy Program, Stores Program, and Parking Permit Processing
- Assignment and scheduling production work orders
- New copier, equipment purchase quotes
- Limited design work, in coordination with University Advancement
- Print Shop billing and chargebacks
- Staff and student assistant training
- Department web page maintenance

Rick Tabernantes, Admin Analyst/Special, Property Control, Shipping, Receiving
(209) 667-3538

- Daily operations for Property Control, Shipping and Receiving
- Asset inventory and reconciliation
- Surplus property sales via PublicSurplus.com
- Registration for Motor Vehicles
- Unload freight
- University property asset tagging

David Younathan, Admin Analyst/Special, Mail Room, Shipping, Records Retention, Surplus Property
(209) 667-3014

- Daily operations of Mail Room Customer Service Center
- University and retail mail services
- Shredding services
- Surplus property reutilization
- Records retention

Lisa Austin, Accountant II
(209) 667-6798

- Fiscal and budget management of sponsor agency awards
- Cost transfers, journal entries, accruals
- Compliance oversight including conflict of interest, effort reporting, and release time
- Program expenses tracking training

Becky Campbell, Sr. Budget Analyst
(209) 667-3496

- Business & Finance Division
- Enterprise funds: Parking, Housing, Health Ctr, Student Rec Ctr
- Univ Advancement
- Presidents Office
- Bond Funds
- University Wide Benefits
- Allocation Orders & CPO's
- Centralized University Wide
- Budget Transfers
- Payroll Adjustments
- Labor Cost Distribution

Yvonne Cuellar, Accountant II
(209) 667-3925

- Foundation accounting transactions
- Scholarship payout reconciliation
- Campus Program accounting transactions
- Foundation account reconciliation and financial statement preparation

Mollisa Robertson, Accountant III
(209) 667-3797

- Leads month-end close process
- Manages month-end checklists
- Reviews and post journal entries
- Reviews monthly reconciliations
- Assignment of misc. journal entries
- Charfield Maintenance
- Delegation of Authority
- Fixed Asset Management
- Payroll Allocations

Vacant, Accountant III
(209) 667-XXXX

- Student Financial Team Lead
- Instructionally Related Activity analysis and reporting
- General Fund Restricted (GR106) analysis and reporting
- Financial Aid Funds reconciliations for DREAM, Legacy, Perkins, Work Study
- Federal Fund Drawdowns
- University bank reconciliation and misc. journal entries

Elizabeth Gonzalez De Brito, Accountant III
(209) 667-3969

- Cashiering Lead
- Cash and check payment processing
- Warrior cash collection
- Petty cash disbursements
- CFS Supplier processing
- Bank deposits

Kim Nickerson, Accounting Technician III
(209) 667-3200

- Cash and check payment processing
- CFS Supplier processing
- Assist students, staff, and faculty
- Bank deposits

Phyllis Critchfield, Buyer II
(209) 667-3913

- Reviews, negotiates, and executes a variety of complex purchase and non-purchase contracts such as software licensing, leases, sponsored projects, professional services
- Facilitates Requests for Proposals and other competitive bids

Greg Lawless, Reprographics Specialist II
(209) 667-3013

- Stan Prints work order fulfillment (brochures, posters, letterhead, business cards, flyers, banners, etc.)
- Coordination of Parking Program Permit processing
- Limited design work, in coordination with University Advancement
- Print job quotes
- Receipt and upload of paper deliveries
- Staff and student assistant training

Saraphy Solt, Shipping & Receiving Aid I
(209) 667-3538

- Shipping & Receiving
- Delivery of incoming items
- Pick-up and disposal of Surplus Property
- Unload freight
- University property asset tagging

Mitzi Elmes, Mail Clerk
(209) 667-3013

- Transaction processing for University and retail mail services
- Shredding services
- Surplus property reutilization
- Record retention

Denise Harteau, Accountant II
(209) 664-3293

- Fiscal and budget management of sponsor agency awards
- Cost transfers, journal entries, accruals
- General Ledger analysis and reconciliation
- Compliance oversight
- Program expenses tracking training

Jennifer Corbett, Sr. Budget Analyst
(209) 667-3965

- Federal Work Study
- Human Resources Division
- SPERI Division
- Enterprise funds: Univ Ext Ed
- IRA Fund
- Gift Restricted GR106
- Budget Transfers
- Payroll Adjustments
- Labor Cost Distribution

Rouhina Yadsargan, Accountant II
(209) 667-3842

- Miscellaneous Trust Fund Agreement Forms and accounting transactions
- Auxiliary & Business Services (ABS) accounting transactions
- ABS account reconciliation and financial statement preparation

George Swartz, Accountant II
(209) 667-3975

- CPO (Cash Posting Orders)
- FIRMS & SAM99
- Tax Admin, Filings & Reporting
- UBT (Unrelated Business Income) -Sales/Use Tax
- 1099's
- Non-Resident Alien
- Federal & State Returns
- Property Tax Exemption
- Fuel Tax
- State Claim processing
- Supplier Z04 Approvals

Angelina Carrano, Accounting Technician II
(209) 667-3910

- Concur software questions
- Concur profile set-ups
- Travel Claims
- Employee Reimbursement Claims
- Travel & Moving and Relocation procedures
- Travel F-Card Administrator
- Travel F-Card Training
- Travel Policy Training
- Employee Separation Clearance (Travel/Relocation)

Stephanie Munoz, Accountant I
(209) 664-6505

- CashNet Market Coordinator
- Student, AR, Direct and Alternative Loan reconciliations
- Student resource for student refunds, student phone calls, student walk-ins
- CashNet Item Type set-up and reporting
- Fee waiver reporting
- Daily CashNet interface review and corrections

Nicole Heberline, Accounting Technician II
(209) 664-6790

- Cash and check payment processing
- CFS Supplier processing
- Assist students, staff, and faculty
- Bank deposits

Julie Anderson, Buyer III
(209) 664-6592

- Job Order Contracts (JOC) for facilities
- Architect/Engineering Agreements
- Equipment and service purchase requests
- Internship agreements - reviews, negotiates, executes training, service learning, Masters of Social Work agreements, etc.
- Administrator for ContractSafe, the local contract repository
- Facilitates Requests for Proposals and other competitive bids

Robert Keys, Reprographics Specialist I
(209) 667-3013

- Stan Prints work order fulfillment (posters, letterhead, business cards, flyers, banners, etc.)
- Paper deliveries
- Copy program counts, repairs, coordination of Service Repair Technicians

Ricardo Brennon, Stock Clerk
(209) 667-3014

- Shipping & Receiving
- Delivery of incoming items
- Pick-up and disposal of Surplus Property
- Asset Inventory
- Surplus property sales
- Unload freight
- University property asset tagging

Vacant, ADA I
(209) 667-3500

- Cashiering services for University and retail mail services
- Preparation of mail shipments
- Shredding services
- Print shop internal invoicing, billing, reporting
- Phone contact for Support Services

Mary Teverman, Accounting Technician II
(209) 667-3860

- Special projects
- Post-audit expenditure reviews
- Compliance Support
- Journal voucher and sponsor program data entry
- Account and budget set-up

Aimee Tatum, Accountant II
(209) 664-6827

- Associated Students, Inc. (ASI) accounting transactions
- University Student Union (USU) accounting transactions
- ASI Club accounting transactions
- ASI and USU account reconciliation and financial statement preparation

Cristian Martinez, Accountant II
(209) 667-3981

- Daily Banking
- Bank account reconciliation
- Analyze and record miscellaneous receipts
- HR Chargebacks
- Payroll journals and reconciliations
- Facility Workorder Chargebacks
- Manage Prepaid Accounts

Michelle Merrifield, Accounting Technician II
(209) 667-3140

- Direct Pay Invoices
- Special Consulting/Honorarium Invoices
- Call Phone Stipend Processing
- AP Check cancellations/Invoices
- AP Processing for auxiliary entities
- AP direct deposit authorization forms
- Travel F-Card audits
- FCard Use Tax audit

Miriam Verdugo, Admin Analyst/Specialist II, M.A.
(209) 667-3244

- Student Financials technical functional fee set-up lead
- Financial Aid disbursement process coordinator
- Student refunds and emails
- Employee Dependent Waiver processing
- Tax Offset and 1098T processing
- Student fee write-off processing

David Sawyer, Buyer II
(209) 667-3223

- Reviews, negotiates, and executes a variety of complex purchase and non-purchase contracts such as software licensing (including cloud/SaaS), leases, professional services, copier agreements/leases/maintenance
- Facilitates Requests for Proposals and other competitive bids
- ATI - ICT Procurement

Vacant, Accountant I
(209) 667-XXXX

- PO Invoices
- State Claim Invoices
- Distributes incoming invoices to departments
- Employee Relocation Reimbursements
- Award Use Tax audit

Patricia Babo, Accounting Technician II
(209) 667-3973

- Third Party Agency Coordinator
- Dream, Masters of Social Work (MSW), Noyce, Perkins, Faculty and Legacy Loans
- University collections promissory notes
- Veterans Chapter 30, 31, 33 reporting

Maria Romero, Collections Rep II
(209) 667-3977

- Third Party Agency Coordinator
- Dream, Masters of Social Work (MSW), Noyce, Perkins, Faculty and Legacy Loans
- University collections promissory notes
- Veterans Chapter 30, 31, 33 reporting

Becky Sneed, Buyer II
(209) 667-3839

- Card Program Administrator, including day to day activities, inquiries, and training
- Staples Program Administrator
- Computer purchases and other purchases as assigned
- Performer Engagement Agreements

Vacant, Accounting Technician II

- University and Auxiliary billing coordinator
- Billing follow-up
- Check and EFT Cycle Processor
- Student resource for student email inquiries, phone call, and walk-ins
- Promissory Notes

Rhonda Wilson, Buyer II
(209) 667-3730

- Internship agreements - reviews, negotiates, executes training, service learning, Masters of Social Work agreements, etc.
- Hotel and other facility use agreements
- Purchases a variety of supplies, equipment, and services
- Guest Lecturers