

Roles and Responsibilities Update



Amanda

- GCF approvals in CUBuyPlus
- Journal entries over \$1,000 excluding RCF (funds that start with a 2)
- Balance sheet reconciliations
- Data steward for new funds (except RCF funds) orgs, accounts, activity codes, and user profiles in Banner
- Reconciles Advance to Banner
- Liaison for new grant and payroll systems
- Work papers and financial statements at year end

Amber

- Approvals in CUBuyPlus & EAFs for RCF funds (Start with a 2- Grants, Donations, CMEs)
- Journal entries for RCF funds
- Reconciles RCF accounts
- Data steward for RCF funds
- Sub recipient risk assessments
- Drawdowns from government websites

Kay

- Approvals in CUBuyPlus & EAFs for RCF funds (Start with a 2- Grants, Donations, CMEs)
- Journal entries for RCF funds
- Reconciles RCF accounts

Leisha

- Bank reconciliations
- Fixed assets
- Moving expenses
- Journal entries under \$1000/line
- Year end work papers for fixed asset accounts

Pam

- Daily journal entries to record bank activity
- Fixed asset inventories

Jody

- PAR coordinator
- Filing & scanning
- Morning interface reconciliation from the business office