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

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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

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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

Last updated 3/1/2024
<table>
<thead>
<tr>
<th>Leslie Ely</th>
<th>Lisa Westervelt</th>
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<td><a href="mailto:LWestervelt@wcupa.edu">LWestervelt@wcupa.edu</a></td>
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<td>7534 Restricted Federal Grants; 7535 Restricted Local / Private Grants; 7536 Restricted State Grants; 7538 Restricted PASSHE Grants; 7537 Restricted PASSHE Appropriations</td>
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