

Accounting Team Assignments

Led by Cathy Kleponis, Assistant Controller

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610-436-2695

Leslie Ely, Senior Accountant

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610-436-1085

- **Treasury/Banking**

- Bank account reconciliations and cash entries including PASSHE activity
- FEBA and search string management
- Execute approved wire transfers
- Interest income allocation

- **Component Units**

- WCUF, USH, SSI, Alumni Association accounting entries and reconciliations

- **Other Accounting**

- Monitor Accounting mailbox
- Journal entry processing including:
 - Institutional Chargebacks
 - Unrestricted expense transfers, including Athletics
 - Cross fund transfers

Vacant Sr Accountant

- **Restricted Grant Accounting**

7534 Restricted Federal Grants; 7535 Restricted Local / Private Grants; 7536 Restricted State Grants; 7538 Restricted PASSHE Grants; 7537 Restricted PASSHE Appropriations

- Cost center creation, invoicing, collection, drawdown
- Expense transfers
- Indirect cost allocation
- Financial management including budgeting and reporting
- Grants management training
- Project closeout
- HERD survey and other reporting
- Support for various audits

- **Unrestricted Grant Accounting**

7519 Unrestricted Grants

- Expense transfers and closeout

Led by Anela Kruse, Assistant Controller

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Vacant Sr Accountant

- **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**

- Employment/payroll related (e.g. leave payout reclass, GA waivers, unemployment, etc.)
- Unclaimed property
- Prepaid expenses
- Auxiliary operations

Accounting Team Assignments

Led by Justin Mast, Accounting Manager
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610-436-1026

Bill Sheridan, Senior Accountant
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610-436-2850

- **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
 - Banner detail code accounting strings
- **Financial Aid and Loans**
 - Financial Aid restricted funds (PHEAA, Pell SEOG, FWS, etc.)
 - Drawdowns, reconciliations, return of funds
 - FISAP review

Deneka Bond
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- **Restricted Scholarships & Other Funds**

7539 Restricted Scholarships; 7533 Other Restricted Funds

 - Cost center creation, invoicing, collection (if applicable)
 - Expense transfers and closeout
 - Scholarship coordination with Foundation
- **Student Accounting**
 - System expertise, reconciliations, analysis and reporting including student payments and financial aid
- **Athletics Accounting**
 - Summer Camp accounting and closeout
 - NCAA Revenues & Expenses reporting
- **Investment Accounting**
 - Endowment accounting and reporting
 - Trust accounting
 - COT reporting