Karen Mattern  
KMMattern@wcupa.edu  
610-436-1018

- 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

Bill Sheridan  
WSheridan@wcupa.edu  
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  
  - Item type/detail code definitions

- Component Units  
  - WCUF, USH, SSI, Alumni Association  
  - Accounting entries and oversight  
  - Financial reporting including annual support certification

Vacant Position  
Contact Anela Kruse  
AKruse@wcupa.edu

- 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
### Accounting Team Assignments

#### Leslie Ely
LEly@wcupa.edu  
610-436-1085

- **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

- **Unrestricted Grant Accounting**
  - 7519 Unrestricted Grants
  - Expense transfers and closeout

- **Athletics Accounting**
  - Expense transfers, chargebacks and other journal entries
  - Summer Camp accounting and closeout
  - NCAA Revenues & Expenses reporting

- **Other Accounting**
  - Institutional chargebacks
  - Conference Services

#### Lisa Westervelt
LWestervelt@wcupa.edu  
610-436-1042

- **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

- **Investment Accounting**
  - Endowment accounting and reporting
  - Trust accounting
  - COT reporting

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Last updated 6/24/2024