

Led by Cathy Kleponis, Assistant Controller

CKleponis@wcupa.edu

610-436-2695

Led by Anela Kruse, Assistant Controller

AKruse@wcupa.edu

610-436-3514

Leslie Ely, Senior Accountant

LEly@wcupa.edu

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

Lisa Westervelt, Senior Accountant

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

• Unrestricted Grant Accounting

7519 Unrestricted Grants

- Expense transfers and closeout

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

JMast@wcupa.edu

610-436-1026

Bill Sheridan, Senior Accountant

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
 - 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

Vacant Sr Accountant

- **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