

## **Business Office Team (Alphabetical by Last Name)**

### **Terri Brigham, Accounts Receivable Coordinator**

Galpin Hall, Room 006; Ext. 2431

Set-up and billing of organization charge accounts, retiree health insurance billing, assists with student accounts and journal entries.

### **Lisa Crawford, Accounts Payable Manager**

Galpin Hall, Room 008; Ext. 2086

Responsible for day-to-day oversight of Accounts Payable functions; including vendor payments, Form 1099 questions, Employee Expense Reimbursement Forms (EERFs) and P-Card packets.

### **Joe Hudson, Accounts Payable Coordinator** Galpin

Hall, Room 013; Ext. 2314

Process purchase orders and invoices for payment; all payable items not pertaining to payroll.

### **Marlene Kanipe, CPA, Assistant Controller** Galpin

Hall, Room 021; Ext. 2585

Internal financial reports, operating budget questions including budget transfer requests, general ledger corrections, access to Datatel accounts, new account requests, campus council accounts restricted endowment accounts, capital projects, fixed assets and survey reporting.

### **Lori Kotewicz, Payroll Manager**

Galpin Hall, Room 018; Ext. 2100

Manages and oversees all payroll functions, including time card questions, payroll account reconciliations and questions on vacation and sick time. (Note: Human Resources handles new hires, onboarding, EAFs, POFs and Benefit questions.)

### **Lynne Miller, Payroll/Staff Accountant**

Galpin Hall, Room 019; Ext. 2070

Payroll input, processing and correcting entries. Month end entry of internal charges, stock gift recording and other miscellaneous transactions at the College. Assists each department within the Business Office.

### **Jackie Petty, Accounting Manager**

Galpin Hall, Room 009; Ext. 2530

Responsible for all grant accounting, including general ledger account maintenance, set up account access, review and reporting, any corrections, and gifts of life insurance.

### **Jenn Stapleton, Administrative Coordinator/Cashier**

Galpin Hall, Room 011; Ext. 1918

Cash deposits, data entry of cash activity, phones, reception. Assists each department in the Business Office.

### **Ben Valentine, CPA, Senior Accountant**

Galpin Hall, Room 007; Ext. 2055

Bank and investment accounts: reviews and monitors all electronic transactions including merchant account activity, ACH, wires, camps/conferences and inventories. Assists with G/L corrections and budget transfers,

### **Eileen Walker, CPA, Associate Vice President & Controller**

Galpin Hall, Room 020; Ext. 2018

Oversees day to day operations of the Business Office including cash management, budget, audit and internal financial reporting.

### **Krista Way, Accounts Receivable Manager** Galpin

Hall, Room 006; Ext. 2007

Responsible for day to day operations of Student Accounts Receivable and billing items for the College.

***If someone is unavailable and you need immediate assistance, please contact Jenn Stapleton - ext. 1918.***

## *Business Office Team (by Function)*

|   |                                 |
|---|---------------------------------|
| <b>Accounts Payable:</b>                              | Lisa Crawford<br>Joe Hudson     |
| <b>Accounts Receivable:</b>                           | Krista Way<br>Terri Brigham     |
| <b>Bank Accounts:</b>                                 | Ben Valentine                   |
| <b>Cash Transactions:</b>                             | Jenn Stapleton                  |
| <b>College Credit Card (not P-Card) Transactions:</b> | Ben Valentine                   |
| <b>Employee Expense Reporting Forms (EERF's):</b>     | Lisa Crawford<br>Joe Hudson     |
| <b>Endowment:</b>                                     | Marlene Kanipe<br>Ben Valentine |
| <b>General Ledger and Operating Budgets:</b>          | Marlene Kanipe<br>Ben Valentine |
| <b>Grant Transactions and Accounting:</b>             | Jackie Petty                    |
| <b>Organization Billing:</b>                          | Marlene Kanipe<br>Terri Brigham |
| <b>P-Card Packets</b>                                 | Lisa Crawford<br>Lynne Miller   |
| <b>Perkins Loans</b>                                  | Terri Brigham                   |
| <b>Purchase Order Status</b>                          | Joe Hudson                      |
| <b>Retiree Health Insurance</b>                       | Terri Brigham                   |
| <b>Stock Gifts</b>                                    | Lynne Miller                    |
| <b>Student Accounts</b>                               | Krista Way<br>Terri Brigham     |

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