

### Finance Division Organizational Responsibility Matrix

	<b>Main areas of responsibility</b>
<b>Dan Burkey</b> Senior Vice President for Operations	<ul style="list-style-type: none"> <li>• Athletics</li> <li>• University Relations</li> <li>• University Communications and Marketing</li> <li>• Human Resources</li> <li>• Continuous Improvement</li> <li>• Internal Audit</li> <li>• Administration</li> <li>• Finance</li> <li>• Information Technology</li> </ul>
<b>John Nisbet</b> Vice President for Finance	<ul style="list-style-type: none"> <li>• Oversight of University financial reporting</li> <li>• Operating and capital budgeting</li> <li>• Preparation of models, forecasts for University leadership, Board of Trustees and related stakeholders</li> <li>• Internal controls over financial processes</li> <li>• Accounting, budget, debt management, endowment management, treasury and payables functions</li> </ul>
<b>John Jesse</b> Associate Vice President for Finance	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• Endowment</li> <li>• Cash Management</li> <li>• Business Service Center and Purchasing</li> <li>• Treasury</li> </ul>
<b>Tara McGuire</b> Senior Director Budget, Planning and Analysis	<ul style="list-style-type: none"> <li>• Financial Planning &amp; Analysis (University budget preparation, current estimate, capital budget, monthly financials), 5-year strategic plan, BOT Budget and Finance Committee presentations</li> <li>• Financial Accounting (Month &amp; year end closing, balance sheet reconciliations, cash posting, JE review)</li> <li>• Sponsored projects post award duties (manages accounting for all funds starting with a "2")</li> <li>• Year-end audit coordination &amp; workpaper preparation</li> <li>• Financial systems enhancements/upgrades</li> <li>• Tax reporting and compliance</li> <li>• Payroll costing</li> <li>• Financial support for University Relations, DoIT, Marketing and Communications, Finance, General Counsel, President, Senior Vice President for Operations</li> </ul>
<b>Jess Graner</b> Associate Provost for Academic Finance	<ul style="list-style-type: none"> <li>• Responsible for financial reporting of academic operations</li> <li>• Oversight of budget and annual current operating funds for Provost office</li> <li>• Finance representation on special projects related to strategic plan</li> <li>• Official contractual signature on behalf of university</li> </ul>
<b>Kristi Freese</b> Senior Director Finance School of Dentistry	<ul style="list-style-type: none"> <li>• School of Dentistry finance including expenditure approvals and purchasing liaison, faculty agreements, EAFs and requests for hire, external contracts, operating and capital budget and current estimate</li> </ul>

Finance Division Organizational Responsibility Matrix

<b>Maria Jerrell</b> Database and Budget Manager	<ul style="list-style-type: none"> <li>• Public Safety, Mail Services, Card Services, Vehicle Fleet, Shuttle Services and Facilities Management</li> </ul>
<b>Liz Keyes</b> Senior Financial Analyst Academic Administration, Enrollment Management, Student Life	<ul style="list-style-type: none"> <li>• Residence Life</li> <li>• Student Centers</li> <li>• Campus Recreation</li> <li>• Student Health</li> <li>• Vice Provost for Student Life Office, Counseling, Multicultural Affairs, Student Activities, Greek Affairs, Student Integrity, Summer Preview, Welcome Week</li> <li>• Provost's Administrative Departments and Libraries</li> <li>• Vice Provost for Mission and Ministry</li> </ul>
<b>Dave Madsen</b> Senior Director Finance School of Law	<ul style="list-style-type: none"> <li>• School of Law finance including processing invoices, expense reports, EAFs</li> <li>• Weekly Apple reporting for the iJay store as well as iJay financial statements</li> </ul>
<b>Tracy Monahan</b> Senior Director Finance School of Pharmacy and Health Professions, Interprofessional Programs and Graduate and Professional Studies	<ul style="list-style-type: none"> <li>• School of Pharmacy and Health Professions finance</li> <li>• School of Pharmacy and Health Professions grants</li> <li>• Interprofessional programs</li> <li>• Graduate and Professional Studies</li> </ul>
<b>Katie Rinkol</b> Senior Director Finance College of Arts and Sciences, Heider College of Business and College of Nursing	<ul style="list-style-type: none"> <li>• College of Arts and Sciences</li> <li>• Heider College of Business</li> <li>• College of Nursing</li> </ul>
<b>Chris Schroeder</b> Senior Financial Analyst Athletics	<ul style="list-style-type: none"> <li>• Athletics</li> </ul>
<b>Ray Stoupa</b> Senior Director Finance School of Medicine and Research	<ul style="list-style-type: none"> <li>• School of Medicine finance</li> <li>• Basic Science Research and Academics</li> <li>• School of Medicine Faculty Informatics</li> </ul>