

Accounting & Budgeting "Go To" Structure & Responsibilities

September 2009

Responsibilities - How We Can Help						
Accounting Representative	Katie Chrapek Accounting Assistant 935-4518	Barb Altsheler Senior Accounting Assistant 935-4279	Joseph Willis Accountant 935-7320	Dawn Turpin Financial Analyst 935-6287	Sue Dunn Associate Director of Accounting 935-3816	Rochelle Robinson Director of Accounting 935-8663
Document Processing						
Process and/or approve departmental: purchase orders; travel expense statements; check requests; wire transfers; journals	Faculty Star Adjunct Faculty Faculty workshops Brookings Exec Education (BEE) Billing Faculty Grants CRES JFI/FIRS Faculty Support Administration	All Olin Income Receipts Executive MBA Programs Marketing & Communications MBA MSF MACC MSSCM PhD WCC IS CEL	Process Bi-Weekly Payroll Graduate Student Orgs Dean's Office Alumni & Development Corporate Relations BCTIM FedEx Kinko's and UPS charges	Undergraduate Programs Olin Executive Education (OEE) Joint EMBA Program with Fudan in Shanghai International Programs Skandalaris Center	Knight Center	
Financial Management						
Analyze, manage and report financial information Work with departments to establish and maintain acceptable business practices and effective internal controls	Send out monthly financial reports	Track and report BEE income Reconcile Monthly Business Travel Account (BTA) Statement Program tuition income modeling Program tuition income checking	Income Reconciliations for App Fees, Tuition Deposits, Gift & Other Income Plan and implement use of scholarship funds and other gift funds Reporting for Bi-Weekly Payroll Supervise student workers Accountant for Graduate Student Organizations	Income Reconciliations for OEE & BEE Program tuition income modeling Program tuition income checking Web page coordinator	Knight Center Income Reconciliation Knight Center Audit Sampling Program tuition income modeling Program tuition income checking Staff Salary Modeling	Tuition Allocations Faculty Salary Modeling Responsible for managing Olin's operating budget Plan and implement use of faculty endowed chairs Foster teamwork to promote customer service quality and increase outreach
Budget Development						
Support budget managers with budget development		Executive MBA Programs St. Louis	Alumni & Development Dean's Office Corporate Relations	Undergraduate Programs International Programs Joint EMBA Program with Fudan in Shanghai Olin Executive Education Programs	MBA MSF MACC MSSCM PhD Knight Center Administration/Accounting	Marketing & Communications WCC IS Skandalaris Center CEL Faculty Support General Services