



University of Central Florida

Direct Support Organizations and Financial Reporting & General Accounting Primary Responsibilities

Contact	Title	Primary Responsibilities
Direct Support Organizations ("DSO") and Ad Hoc Reporting:		
Tara Priest	<i>Senior Accountant</i>	Support to DSO entities including: Trustee Reconciliations, processing invoices, Trustee journals, Tracking repairs and replacement capital expenditures.
Michael Stein	<i>Coordinator, Accounting</i>	DSO and Research Foundation interrelated accounting activity with the University, review of UCF Global accounting and reporting, preparation of UCF Board quarterly financial reporting for College of Medicine, Student Activities and Concessions, Parking auxiliary reporting.
Andrea Smith-Brown	<i>Coordinator, Accounting</i>	Primary accountant for UCF Stadium Corporation, UCF Convocation Corporation & UCF Finance Corporation and related Board of Directors and UCF Board of Trustee quarterly financial reporting, and UCF Athletics interrelated accounting activity with the University.
Bert Francis	<i>Assistant Controller</i>	
Tera Alcala	<i>Associate Controller</i>	
Financial Reporting & General Accounting:		
Tuyet-Anh Nguyen	<i>Accountant</i>	Petty Cash management, cash management support, ACH/EFT/Wire information requests for payments from third parties, preparation of UCF Board quarterly financial reporting for Financial Aid, daily journal allocation and primary contact for journal departmental processing when contact in Appendix A cannot be reached.
Marguerite Lachaud	<i>Senior Accountant</i>	Check, cash and credit card reconciliations, due to/due from and transfer account reconciliations, verify all journals are posted at month end, primary contact for journal errors and alterative contact when individual in Appendix A cannot be reached.
Rashida Pierre-Graham	<i>Coordinator, Accounting</i>	Banking Positive Pay Exceptions, SPIA Cash Management, Open and Close the Periods Monthly in UCF Financials, Liaison with Financial Support Services Help Desk contact, preparation of UCF Board quarterly financial reporting for Auxiliaries and Technology Fee, Housing auxiliary reporting.
Melody Martinez	<i>Coordinator, Accounting</i>	Manage Title IV & unclaimed property, posting of Student Financials journals, review/approve account 749999 "Other Miscellaneous Expense", Department of Education cash draws, monthly investment accounting, preparation of UCF Board quarterly financial reporting for E&G, Health Services auxiliary reporting.
Meghan Nelson	<i>Coordinator, Accounting</i>	Liaison for asset management, construction and financial aid accounting,, supervision of Dept./Project and general ledger account code combinations issues, preparation of UCF Board quarterly financial reporting for Sponsored Research, auxiliary facilities reporting.
Jessica Scheck	<i>Coordinator, Accounting</i>	University bank reconciliation including resolution of reconciling items, daily cash management, wire/ACH return requests, state appropriations accounting, posting of payroll journals.
Megan Carrigan	<i>Assistant Controller</i>	
Brad Hodum	<i>Associate Controller</i>	