

## YSD/YRT Business Office: *Who Does What*

### ***Katherine Burgueño***

Director of Finance & Human Resources  
432-1519

- Advances on Pay
- Benefits
- Budget/Projections
- Casual/Temp Hiring
- Contracts, Authorized Signer
- Employee Review/FOCUS
- Equal Opportunity Questions
- Faculty Search Assistance and Record-Keeping
- Hiring
- Internal Service Provider (ISP) Contact
- Job Audits
- Job Descriptions
- Labor Relations
- Management Counseling
- Paid Time Off Tracking/Questions
- Permittee, Food and Liquor
- Retirement
- Seasonal Employee Issues
- Training Access Coordinator (TAC)
- Training Opportunities and Requirements
- Union Related Questions
- Worker's Compensation

### ***Erin Ethier***

Business Manager  
432-1518

- Assets and Liabilities
- Business Office Policies, Procedures, and Checklists
- Chart of Accounts
- Drama Productions, Inc. Corporate Issues
- Faculty Appointments and Payments
- Grant Budgeting and Reporting
- HAUS, Oracle, TimesheetX, and Workday Training
- Payroll Authorizer
- Safe Codes/Combinations
- Salary Spreadsheets
- Statistics and Surveys
- TCG Fiscal Survey

### ***Shainn Reaves***

Interim Senior Administrative Assistant:  
Business Office, Operations, Technology,  
Media, and Web Services, and Tessitura  
432-5032

- Business Cards
- Contact Sheets
- Email Lists
- Photocopier Billing
- Printer and Fax Cartridges
- Training Management System (TMS) Coordinator
- YSD Stationery

***Monica Avila***

**Business Office Specialist**

**432-4636**

**Portfolio Assignments:**

- Cabaret
- Design Department
- Head of Production
- Inventory
- Production
- Production Manager
- Projection Design Department
- Safety and Health
- Sound Design

***Chris Fuller***

**Business Office Specialist**

**432-1258**

**Portfolio Assignments:**

- Acting Department
- Audience Services
- Communications
- Company Management
- Development
- Directing Department
- Dramaturgy & Dramatic Criticism Department
- Financial Aid Office
- Front of House
- George Award
- Marketing
- Playwriting Department
- Production Stage Manager
- Registrar/Admissions Office
- Single Tickets and Groups
- Stage Management Department
- Subscriptions
- *Theater* magazine
- Windham Campbell
- YSD Marketing

***Preston Mock***

**Business Office Specialist**

**432-9663**

**Portfolio Assignments:**

- *Associate Artistic Director*
- *Associate Managing Directors*
- *Associate Dean*
- *Business Office*
- *Dean's Office*
- *Dwight Edgewood*
- *Managing Director/Deputy Dean's Office*
- *Operations*
- *Special Events*
- *Student Government*
- *Summer Cabaret*
- *Technology, Media, and Web Services*
- *Tessitura*
- *Theater Management Department*
- *Yale Institute for Music Theatre*

## Portfolio Assignment Duties:

Business Office Specialists perform the following duties for the areas designated above:

### Human Resources:

- Direct Deposit Forms
- Employment Eligibility and Verification (Federal Forms I-9 and W-9)
- International Payee Documentation
- Tax Forms
- Time Sheets

### Finance:

- Cash Advances
- Check Requests
- Deposits
- Drama Productions, Inc.
- Employee Reimbursements
- Gift Processing
- HAUS Training
- Invoices
- Payment Status
- Payrolls
- Petty Cash
- Prizes
- Purchasing Card (PCard) Expenses
- Relocation Reimbursements
- Sales and Use Tax
- Transfers/JSAs & Labor Distributions
- University Statements
- Vendor Set-Up/Questions
- VIP Number Maintenance
- Wire Transfers

### Other:

- BJs Card
- Certificates of Insurance
- Costco Card
- Eship Global
- Food Permits
- Liquor Permits
- Notary Public
- Safe Codes and Spot Checks & Combinations
- Tax Exemption Certificates