# 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:

<table>
<thead>
<tr>
<th>Human Resources:</th>
<th>Finance:</th>
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<tbody>
<tr>
<td>• Direct Deposit Forms</td>
<td>• Tax Forms</td>
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<tr>
<td>• Employment Eligibility and Verification (Federal Forms I-9 and W-9)</td>
<td>• Time Sheets</td>
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<td>• International Payee Documentation</td>
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<td>• Petty Cash</td>
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<td>• Prizes</td>
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<td>• Purchasing Card (PCard) Expenses</td>
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<td>• Relocation Reimbursements</td>
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<td>• Sales and Use Tax</td>
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<td>• Transfers/JSAs &amp; Labor Distributions</td>
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<td>• University Statements</td>
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<td>• Vendor Set-Up/Questions</td>
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<td>• VIP Number Maintenance</td>
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<td>• Wire Transfers</td>
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<td>Other:</td>
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<tr>
<td>• BJs Card</td>
<td>• Liquor Permits</td>
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<tr>
<td>• Certificates of Insurance</td>
<td>• Notary Public</td>
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<td>• Costco Card</td>
<td>• Safe Codes and Spot Checks &amp; Combinations</td>
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<tr>
<td>• Eship Global</td>
<td>• Tax Exemption Certificates</td>
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<td>• Food Permits</td>
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