

YSD/YRT Business Office: *Who Does What*

Katherine Burgueño

Director of Finance & Human Resources
432-1519

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| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 |
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Erin Ethier

Business Manager
432-1518

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| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • <i>HAUS, Oracle, TimesheetX, and Workday</i> Training • Payroll Authorizer • Safe Codes/Combinations • Salary Spreadsheets • Statistics and Surveys • TCG Fiscal Survey |
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Shainn Reaves

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

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| <ul style="list-style-type: none"> • Business Cards • Contact Sheets • Email Lists • Photocopier Billing | <ul style="list-style-type: none"> • Printer and Fax Cartridges • Training Management System (TMS) Coordinator • YSD Stationery |
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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