# Business Office: “Who does What”

**Katherine Burgueño**  
Director of Finance & Human Resources  
305 Crown Street, 2nd Floor – Room 208  
432-1519

- Benefits  
- Budget/Projections  
- Chart of Accounts  
- Contracts, Authorized Signer  
- Employee Review/FOCUS  
- Equal Opportunity Questions  
- Hiring  
- Internal Service Provider (ISP) Contact  
- Job Audits  
- Job Descriptions  
- Labor Relations  
- Management Counseling  
- Paid Time Off Tracking/Questions  
- Permits, Food and Liquor  
- Retirement  
- Training Opportunities and Requirements  
- Worker’s Compensation

**Erin Ethier**  
Business Manager  
149 York Street, 2nd Floor – Room 216C  
432-1518

- Assets and Liabilities  
- Budget/Projections/Salary  
- Business Office Policies, Procedures, and Checklists  
- Chart of Accounts  
- Grant/Gift Budgeting and Reporting  
- HAUS, TimesheetX, and Workday Training  
- Kronos/MyTime  
- Paid Time Off Tracking/Questions  
- Payroll Authorizer  
- Petty Cash Custodian  
- Round Table Coordinator  
  - Academic Sr. Admin Faculty  
  - Around the Table  
- Workday Roles

**Stacie Wcislo**  
Business Office Analyst  
149 York Street, 2nd Floor – Room 216B  
432-1258

- Account Reconciliations  
- Casual/Temp Hiring  
- Chart of Accounts  
- Drama Productions, Inc. Corporate Issues  
- Faculty Appointments and Payments  
- Grant/Gift Budgeting Reporting  
- Salary Spreadsheets  
- Statistics and Surveys  
- Training Management System (TMS) Coordinator  

**Portfolio Assignments:**  
- Company Management
### Shainn Reaves
Senior Administrative Assistant: Business Office, Operations, Technology, Media, and Web Services, and Tessitura
149 York Street, 2nd Floor – Room 216F
432-5032

- Business Cards
- Contact Sheets
- Faculty/Staff Email Lists
- Liquor/Food Permits
- Office Supplies
- Photocopyer Billing/Service Calls
- Printer and Fax Cartridges
- Relocation Reimbursements
- Scheduling Coordinator
  - Business Manager
  - Dir. of Finance & HR
  - Digital Technology Director
- Seasonal Employee Issues
- YSD Stationery

### Preston Mock
Business Office Specialist
149 York Street, 2nd Floor – Room 216A
432-4636

**Portfolio Assignments:**

<table>
<thead>
<tr>
<th>Business Functions</th>
<th>Business Functions</th>
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<tbody>
<tr>
<td>Acting</td>
<td>Operations</td>
</tr>
<tr>
<td>Associate Head of Production</td>
<td>Outside Projects</td>
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<tr>
<td>Audience Services</td>
<td>Playwriting</td>
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<td>Business Office</td>
<td>Production Manager</td>
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<td>Cabaret</td>
<td>Production Stage Manager</td>
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<td>Digital Technology</td>
<td>Registrar/Admissions</td>
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<td>Directing</td>
<td>Safety &amp; Health</td>
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<tr>
<td>Director of Productions</td>
<td>Stage Management</td>
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<tr>
<td>Dramaturgy</td>
<td>Student Labor</td>
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<td>Financial Aid</td>
<td>Tessitura</td>
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<tr>
<td>Front of House</td>
<td>Theater Magazine</td>
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<tr>
<td>Inventory</td>
<td>Windham Campbell</td>
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</tbody>
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## Teressa Reese
Business Office Specialist
149 York Street, 2nd Floor – Room 216B
432-9663

### Portfolio Assignments
- Assistant Dean/General Manager
- Associate Artistic Director
- Associate Managing Director
- Associate Dean
- Communications
- Dean’s Office
- Deputy Dean/Managing Director
- Design
- Development
- Dwight Edgewood
- George Award
- Marketing
- Projection Design
- Single Tickets and Groups
- Sound Design
- Special Events
- Student Government
- Subscriptions
- Summer Cabaret
- Theater Management
- YSD Marketing

### Business Office Assignments
- BJ’s/Costco Card
- Certificates of Insurance
- Check Stop Payment/Reissue
- Deposits
- Drama Productions, Inc.
- Employment Eligibility and Verification (Federal Forms I-9 and W-9)
- Gift Processing
- International Payee Documentation
- Journal Entries
- Payment Status Assistance
- Payrolls
- Petty Cash
- Prizes
- Purchase Card Request
- Safe Codes, Spot Checks & Combinations
- Sales and Use Tax
- Tax Exemption Certificates
- Tax Forms
- Time Sheets
- Workday Transaction Review and Approvals