

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
- Payroll Authorizer
- Permittee, Food and Liquor
- Petty Cash Custodian
- Retirement
- Round Table Coordinator
 - Academic Sr. Admin Faculty
 - Around the Table
- Training Opportunities and Requirements
- Worker's Compensation

Vacant – Call Business Office for Guidance

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
- Paid Time Off Tracking/Questions

Stacie Wcislo – On Leave

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**
- **Kronos/MyTime**
- **Liquor/Food Permits**
- **Office Supplies**
- **Photocopier Billing/Service Calls**
- **Printer and Fax Cartridges**
- **Relocation Reimbursements**
- **Scheduling Coordinator**
 - **Business Manager**
 - **Dir. of Finance & HR**
 - **Digital Technology Director**
- **Seasonal Employee Issues**
- **Workday Roles**
- **YSD Stationery**

Preston Mock

Business Office Specialist

**149 York Street, 2nd Floor – Room 216A
432-4636**

Portfolio Assignments:

- **Acting**
- **Associate Head of Production**
- **Audience Services**
- **Business Office**
- **Cabaret**
- **Digital Technology**
- **Directing**
- **Director of Productions**
- **Dramaturgy**
- **Financial Aid**
- **Front of House**
- **Inventory**
- **Operations**
- **Outside Projects**
- **Playwriting**
- **Production Manager**
- **Production Stage Manager**
- **Registrar/Admissions**
- **Safety & Health**
- **Stage Management**
- **Student Labor**
- **Tessitura**
- **Theater Magazine**
- **Windham Campbell**

Teresa 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

- BJs 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