

Business Services Staff List

Craig Barth Director (916) 278-7326; cbarth@csus.edu	Oversight of BSD, Payroll & Cashier's * Financial reporting to Board * Risk management and insurance * Financing * Policies and procedures * Post-retirement medical
Naomi Brito Accounting Assistant II (916) 278-4907; nbrito@csus.edu	Sales and deposit summaries * Billing for Catering, meal tickets and Dining Commons * Catering tips * Food service collection * Inter-company journal entries
Emily Chu Controller (916) 278-6630; emilyc@csus.edu	Financial and accounting transactions * Audit coordination * Tax returns and compliance * GAAP compliance * Banking matters
Brenda Curry Senior Accounting Assistant (916) 278-5742; brenda.curry@csus.edu	Accounts Payable - Dining Services (D-Z), Administration (A-Z) * Auxiliary activities scanning * Quarterly recons * Dining cash reports review * Daily/budget JE posting
Tony Enriquez Accounting Assistant II (916) 278-4677; tonye@csus.edu	Accounts Payable - SPA/CAIN * Check pickup inquiries * W-9s * Credit applications * Elavon/AmEx journal entries * SPA check inquiries * Void checks
Jasmine Lao Accounting Assistant II (916) 278-6672; jasmine.lao@csus.edu	Greet visitors * Answer phones * Property Development & Student Housing invoicing and collections * SPA/CAIN JEs * Record retention * Office supplies
Terrie Marable Accounts Receivable Supervisor (916) 278-6635; marable@csus.edu	A/R supervision * Receivables and cash receipts review and posting * Reconciliations * Past-due accounts collection & monitoring * Quarterly & year-end A/R reports
Dung Nguyen Accounting Assistant I (916) 278-8013; dungn@csus.edu	Purchase order requests * Distribution and tracking of Sac State invoices * Certificates of Insurance * Xerox and mailing machine monthly reports
Lani Nguyen Senior Cash Mgmt. & Purchasing Asst. (916) 278-0034; lanin@csus.edu	Banking and cash management * Investment monitoring and record-keeping * Purchase orders * Indirect costing * Merchant credit card accounts * Escheatment
Diane Orciuoli Accounting Assistant II (916) 278-5718; orcuioli@csus.edu	Accounts Payable – Dining Services (A-C) Student Housing Plant fund * Stipend payments * Sac State payments * Credit card processing * SPA Fixed Assets * Void checks
Mari Owen Senior Accounting Assistant (916) 278-0033; mario@csus.edu	SPA/CAIN invoicing * SPA/CAIN past-due collections * Federal draws * Back-up for AR Supervisor and Accounting Assistant II's
Debra Ross Accounting Assistant II (916) 278-7376; rossd@csus.edu	Bank deposits * Credit card processing * Data entry and verification * Returned checks and write-offs * Clearing account reconciliations
Sandy Siu Accounting Manager (916) 278-7709; sandys@csus.edu	Quarterly financials * Annual budget coordination * VISA credit cards * Nonresident Alien/Sales and Use tax filing * Wire transfers * Accounting accruals * Property taxes
Cheryl Stone Accounts Payable Supervisor (916) 278-7764; cheryls@csus.edu	A/P supervision * Fixed assets * Accruals and journal entries * Quarterly and year-end AP reports * Budget schedules * Miscellaneous tax processing