

Business Affairs Office Contacts

NAME	TITLE	FUNCTIONS	OFFICE	PHONE
Michelle Meyer, CPA	Director BAO	<ul style="list-style-type: none"> • Director of Business Affairs 	SN102	5-1628
Kelcie Wiley	Administrative Program Specialist	<ul style="list-style-type: none"> • Assistant to Director • Procurement Card Administrator 	SN102a	5-1813
Cindy Childers	Accounting Manager	<ul style="list-style-type: none"> • General Accounting Oversight • Month and Fiscal Year End Close • Direct Supervisor of Accounts Payable • Tuition and Fee Setting Process • Fee Table Maintenance • Fee Assessment • 1099 Reporting 	SN101	5-1217
Karissa Guthrie	A/R Manager	<ul style="list-style-type: none"> • Student Account Adjustments • Direct Supervisor of Accounts Receivable • FA Remission Reporting • 1098-T Reporting 	SN 115	5-1240
Faletha Fowler	Financial Aid Accountant	<ul style="list-style-type: none"> • Financial Aid Refunds • Reconcile/Balance FA Accounts • Scholarship Processing • Institutional Loans • Perkins & Institutional Loan Exit Interviews • Graduation Holds 	SN115	5-1227
Open	A/R Accountant	<ul style="list-style-type: none"> • Student and 3rd Party Billing • Wire Entries • Payment Plan Arrangements • Registration Agreements • Revenue Agent 	Cashier's Office	5-1203
Keli Patterson-Stelley	Cashier	<ul style="list-style-type: none"> • Student Account Interpretation • Payment/Refund Processing • Distribute Parking Permits • Payment/Registration Agreements • Emergency Loans 	Cashier's Office	5-1202
Nilda L. Pena	Accounts Payable Accountant 1	<ul style="list-style-type: none"> • Approve Invoices/Personal Reimbursements • Approve & Enter Travel Reimbursements • Approve Encumbrances (Travel Reservations) • Campus Training Program Development and Delivery 	SN114	5-1226
Mandy Conley	Administrative Program Assistant/ Accounts Payable	<ul style="list-style-type: none"> • Approve Invoices/Personal Reimbursements • Approve & Enter Travel Reimbursements • Procurement & Group Card Accounting • Approve Encumbrances (Travel Reservation) 	SN114	5-0567
Open	Fiscal Coordinator	<ul style="list-style-type: none"> • Auxiliary and Internal Services Accounting and Billing • Debt Management • Capital Asset Management • Grant Billing 		