Macalester College
Business Services Org Chart

Macalester President
Suzanne M. Rivera

VP of Admin & Finance
Patricia Langer - x6562

Executive Assistant for Admin & Finance
Morgan Thompson x6211

Director of Human Resources
Deb Ekeren - x6292

Director of High Winds Fund
Deanna Seppanen - x6305

Associate VP for Finance
Dave Berglund - x6234

Chief Investment Officer
Gary Martin - x6735

AVP of Facilities Services
Nathan Lief - x6140

BUSINESS SERVICES

Business Services Systems Manager
Aimee Baxter - x6696

- Department System Support
- System Process Analysis
- ITS Liaison
- E-commerce application support
- Finance System Support
- Credit Card System Support

Director of Accounting
Matt Walters - x6538

- Financial reporting
- Advanced accounting questions
- Audit and Form 990 / 990-T
- Compliance and internal controls
- New FOAPAL requests

Grants Accountant
Melissa Ketter - x6354

- Grant financial reporting
- New grant set-up and PI/PD training
- Financial coordination with PI/PD
- Grant subaward contract prep

Senior Accountant
Tracy Arndt - x6567

- Endowment and investments
- Fixed assets (equipment & plant)
- Debt
- Bank reconciliations

Accountant
Lorin Mustafa - x6571

- General Banner Finance questions
- Journal entries (JEs)
- Automated data feeds (FUPLOADs)
- Advancement (gifts, pledges, etc.)

Director of Student Accounts
Mary Johnson - x6560

- Student account questions
- Special payment arrangements
- Student billing and tax reporting
- Compliance and internal controls

Assistant Director of Student Accounts
Deborah Schmidt - x6511

- Student account questions
- Student account payments
- Student payment plans
- Enrolled student collections

Cashier Specialist (0.75 FTE)
Shannon Regan - x6161

- Student account payments
- Student check cashing
- Department deposits
- Petty cash reimbursements

Loan Officer - Perkins & Institutional
OPEN

- Perkins and institutional loans
- Non-enrolled student billing/collection
- Student accounts referred to outside collection

Loan Officer - Intl. (0.75 FTE)
Trine Flinn - x6660

- MCISL loan processing
- MCISL collections
- MCISL counseling

Purchasing & Accounts Payable Manager
Amber Lane - x6558

- Vendor set-up, Form W-9, and Form 1099
- Check run / payment processing
- Consortium vendor discounts
- RFP and contract review assistance
- Advanced purchasing, vendor payment, purchase order, and Pcard questions

Pcard Administrator
OPEN

- Pcard set-up and training
- Pcard user management and support
- Monthly Pcard data processing and auditing
- Backup for Payables Specialist

Payables Specialist
Michelle Bitney - x6565

- Invoice payment and other payment requests
- Payment status questions
- Purchase order status questions
- Mail processing

Manager, Payroll and Tax
Alicia Walk - x6436

- Monthly, Bi-weekly & Student payroll processing
- Payroll tax calculation, withholding & remittance
- Payroll customer service
- Back-up for manual checks, voids, reissues

Payroll Specialist
Tanya Weeber - x6546

- Support for all regular payroll processing
- Issue manual checks, voids, reissues
- Back-up for all regular payrolls
- Payroll customer service
- Website maintenance

Auxiliary Services

- Dining Services - Bon Appetit
  Amy Tomes, General Manager - x6313
- Document Services - Loffler
  Jeff Rehbein, Site Manager - x6294
- Highlander - The Shop at Macalester
  Donna Rooney - Store Manager - x6919