

## **Auditing and Finance/Internal Audit Department**

**Melissa Williams**, Controller for Auditing and Finance- Ext 4720 (mdwilliams@una.edu)

**Audrey Mitchell**, Director- Leasing/Property Management- Ext 4609 (admitchell@una.edu)

**Salena Denton-Jarmon**, Senior Accountant- Ext 4699 (skdenton@una.edu)

**Blair Hampton**- Accountant I, Accounts Payable- Ext 5152 (ehampton1@una.edu)

**Courtney May**, Accounts Payable Coordinator- Ext 4443 (cabalentine@una.edu)

**Tanya Sutton**, Accountant I- Ext 5146 (tsutton1@una.edu)

*The controller for this area and its functions is Melissa Williams*

Our Area encompasses several functions of Finance & Internal Audit duties including but not limited to:

- Yearly Financial Audits
- State Compliance Audits
- Cash Audits
- Petty Cash Audits
- Financial Statements
- Investments/Endowments
- Bank Reconciliations
- Sales Tax and Utility Tax
- All journal entries that are not grant-related or budget transfer requests
- Budget Query and Analysis Requests/Questions
  - How much is currently available to spend in my budget?
  - What is this entry in my budget?
  - What is my fund balance?
- Self-Service Banner Budget Query Access Establishment (**must have prior written approval from direct supervisor to obtain access to an account in Banner**)
- Accounts Payable (has now moved into Cramer Way 126)
- Departmental Chargebacks
  - Printing/Copying/Paper
  - Blanket P.O. Charges
  - Gasoline Charges
  - Facilities/Maintenance Work Order Charges
  - Postage
  - Auxiliary Chargeback
- Departmental Credit Card Revenue
  - Athletics
  - Continuing Education
  - Infirmary
  - Mane Card
  - Public Safety
  - Student Auxiliary and Other (ex. Kilby, Nursing, Band, Print Shop, Event Tickets- School of the Arts, Health Services, Library Fines, GUC Operations, etc.)
- Cash Management
  - If you accept cash or checks in your office/area from students or outside vendors please notify Audrey Mitchell at admitchell@una.edu
  - If you have any archived files or need to place any new archived files in the Wilson Medical Arts Building please get in touch with Audrey Mitchell at admitchell@una.edu
  - If your area sponsors any study abroad trips please get in touch with Audrey Mitchell at admitchell@una.edu