

FINANCIAL SERVICES/PAYROLL Staff

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Financial Services is responsible for the following areas: Accounting & Financial Reporting; Payroll; Grants and Contract Management; Internal Campus Recharges; Property Management and Capital Projects; Cash and Investment Management; and Debt Management. Financial Services coordinates external audits and compliance with federal, state and local policies, procedures, rules and regulations.

Accounting and Financial Reporting Staff:

Rebecca Emter Controller	x1682	rebecca.emter@msubillings.edu	Management of accounting and financial reporting; fixed asset and property management and inventory; plant funds and capital projects; chart of accounts including new indexes; Banner Finance access; debt payments; general accounting questions; journal corrections; Banner training; investment management; IPEDS; FAMIS; FYE closing; financial statements
Ashley Ketch Accountant	x1681 x2131	ashley.ketch@msubillings.edu	Processing of payments to and from State agencies; internal campus recharges and corrections; maintains fund controller list; FAMIS; Campus Store and parking reconciliations; incoming wire payments; off-campus work study billing; payroll distribution; payroll direct deposit
Janet Eve Accountant	x1631	janet.eve@msubillings.edu	U-card reconciliation; bank reconciliation; Banner training; journal corrections; fixed assets; STIP investments
Gina Herbert Accountant	x2625	gherbert@msubillings.edu	Banner to SABHRS reconciliations; bank reconciliations; utility payments distribution; insurance distribution; revenue analysis; unrelated business income, journal corrections, salary surveys; cost of instruction reports; athletic accounting and reporting

Grants and Contracts Staff:

Dean Hanson Grants Manager	x1679	dhanson@msubillings.edu	Management of restricted, student government and agency funds. Fiscal management of grants and contracts inception to close; pre-award proposal budgets; post-award grant budgets, billing, reporting and fiscal management; training; IDCs; time and effort; cost sharing; FISAP; KEMC Financial reports; SEFA; student government and club accounting; journal corrections; FYE closing
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PAYROLL Staff:

Jackie Ellsbury Payroll Manager	x1777	jackie.ellsbury@msubillings.edu	Management and delivery of payroll and related vendor payments and reporting; employee files; ETFs; sets up jobs; electronic time entry system; payroll processing; overtime; leave; deductions; retirement and insurance reporting; tax payment and reporting; W2s; payroll accounting and reconciliation; payroll reporting.
Tia Anderson Payroll Technician	x2106	tia.anderson@msubillings.edu	Reviews personnel forms (ETFs, TSAs and workstudy authorizations) and sets up jobs; timesheets, time entry; vendor payments and reconciliation; employee files; employment verifications