

# Payment Services Team

## Jan Bakken, Account Technician

777-4565 ♦ [jan.bakken@UND.edu](mailto:jan.bakken@UND.edu)

- Audit Travel & Expense reports for last names beginning L-Z
- Audit & approve Jaggaer payments L-Z
- Audit & approve journal vouchers
- Audit Pcard transactions

## Carl Iseminger, Payment Services Technician

777-4131 ♦ [carl.iseminger@UND.edu](mailto:carl.iseminger@UND.edu)

- Front office customer care
- Office coordinator
- Process payments & mail
- Audit Travel & Expense reports for last names beginning A-K
- Audit & approve Jaggaer payments A-K

## Shweta Tyagi, Payment Services Specialist

777-2965 ♦ [shweta.tyagi@UND.edu](mailto:shweta.tyagi@UND.edu)

- Processes departmental payment uploads into PeopleSoft
- Processes payroll vouchers
- Troubleshoots Jaggaer payment error queues
- Processes payments through Perceptive Content for UND & CTS
- Supplier payment research, as needed

## Brandon Wallace, Procurement & Payment Services Accountant

777-4855 ♦ [brandon.wallace@UND.edu](mailto:brandon.wallace@UND.edu)

- Pcard Administrator - oversees the Pcard process, auditing, and training
- Reviews foreign supplier payments
- 1099 processing
- PeopleSoft supplier setup and maintenance
- Jaggaer supplier setup and maintenance
- Supervises Payment Services student employees
- Alumni billing and reconciliation

**Tonya Parton, Payment Services Manager**

777-6316 ♦ [tonya.parton@UND.edu](mailto:tonya.parton@UND.edu)

- Oversees the accounts payable team that audits Travel & Expense, Pcard, invoices, & journal vouchers
- Invoice management in Jaggaer
- Initiates capital leases
- Processes virtual card reconciliation and handles virtual card declines
- Backup Commodity/Purchasing Contact for:
  - Hospital, Surgical, and Related Medical Accessories (Primary contact is Louis Christoffer)
  - Laboratory Equipment (Primary contact is Louis Christoffer)
  - Pharmaceuticals and Biologicals (Primary contact is Louis Christoffer)
  - Printers, Office Machines, Equipment, and Accessories (Primary contact Jana Thompson)

**Laura Nelson, Director of Finance**

777-2772 ♦ [laura.m.nelson@UND.edu](mailto:laura.m.nelson@UND.edu)

- Leads Payment Services Team & Treasury Team
- Subject matter expert and administrator for Jaggaer Payment Solution
- Audit receipting in Jaggaer

## Procurement Services Team

**Louis Christoffer, Procurement Officer**

777-5854 ♦ [louis.christoffer@UND.edu](mailto:louis.christoffer@UND.edu)

- Responsible for Jaggaer Contract Module and contract questions
- Tracks purchase orders and order placement assistance
- Executes bids & RFP's
- Reviews and approves purchase requisitions for adherence to NDCC and NDUS/UND policies & procedures
- Supplier relations
- Commodities/Purchasing Contact for:
  - Engineering
  - Environmental Assessment/Research
  - Hospital, Surgical, And Related Medical Accessories
  - Laboratory Equipment
  - Pharmaceuticals and Biologicals
  - Television Equipment and Accessories
  - Visual Education Equipment and Supplies

**Dave Krause, Procurement & Business Analyst**

777-2971 ♦ [david.krause@UND.edu](mailto:david.krause@UND.edu)

- Jaggaer solutions IT expert
- Supervises procurement student employees
- Procurement analytics
- Purchasing policy and procedure guidance
- Commodities/Purchasing Contact for:
  - Aviation Equipment and Supplies (Primary contact is Matt Odom)
  - Computers, Information/Data Processing Systems, Hardware, and Software (Primary contact is Jana Thompson)

**Matthew Odom, Procurement Specialist**

777-3881 ♦ [matthew.w.odom@UND.edu](mailto:matthew.w.odom@UND.edu)

- Jaggaer purchase orders and order placement assistance
- Contract question assistance
- Executes bids and RFP's
- Backup Purchasing Card Administrator - card requests/terminations, waivers, assist with account issues in JP Morgan
- Purchasing policy and procedure guidance
- Supplier relations
- Commodities/Purchasing Contact for:
  - Athletic Equipment, Supplies, and Services
  - Aviation Equipment and Supplies
  - Clothing, Apparel, Uniforms, and Accessories
  - Communications and Media Related Services
  - Marketing Services
  - Music Equipment and Supplies
  - Printing
  - Promotional and Advertising Items
  - Security, Fire, Safety, and Emergency Services
  - Telecommunication Equipment and Supplies

**Jana Thompson, Director of Procurement & Continuous Improvement**

777-2126 ♦ [jana.k.thompson@UND.edu](mailto:jana.k.thompson@UND.edu)

- Subject matter expert and administrator for Jaggaer procurement software
- Executes RFP's
- Contract Signature Authorization
- Process Improvement project execution
- Purchasing policy and procedure oversight
- Supplier relations
- Commodities/Purchasing Contact for:
  - Computers, Information/Data Processing Systems, Hardware, and Software
  - Dining: Food, Cafeteria and Kitchen Equipment
  - Professional Services (Finance, Legal, Insurance, etc.)
  - Search Firms
  - Travel Agency, Chartering, and Tour Guide Services

## Treasury Team

**Emily Goodoien, Accounting Specialist**

777-2967 ♦ [emily.goodoien@UND.edu](mailto:emily.goodoien@UND.edu)

- Reconciles Student Finance, Touchnet, Marketplace, credit card transactions
- Posts payroll journal
- Gift reporting
- Posts Student Finance journal errors
- Set up Marketplace uStore
- Assists in management of departmental deposit processing

**Lisa Heher, Director of Treasury**

777-4575 ♦ [lisa.heher@UND.edu](mailto:lisa.heher@UND.edu)

- Leads Treasury Team (cash & investments)
- Reviews and processes departmental requests for acceptance of credit/debit card transactions
- Annual PCI DSS SAQ/AOC (credit card security) training and reporting
- Banking, including ACH (direct deposit), wires, transfers
- Management of departmental deposit processing and daily reconciliations
- Bank account, general ledger and accounts receivable reconciliations

# Asset Management

**Melissa Mager, Financial Accountant**  
777-5672 ♦ [melissa.mager@UND.edu](mailto:melissa.mager@UND.edu)

- Asset Management financial statement accounting
- Lease financial statement accounting (payable and receivable)
- Trustee bond accounting
- Responsible for the journal entry process
- Provide guidelines for annual major and minor equipment inventory
- Unclaimed property compliance

# Controller's Office

**Sharon Loiland, Controller**  
777-3178 ♦ [sharon.loiland@UND.edu](mailto:sharon.loiland@UND.edu)

- Leads team that is responsible for UND financial statements, general ledger integrity, procurement and payables, treasury functions, asset management, and financial reporting
- Liaison to UND Bookstore

**Laura Knox, Senior Accountant & Analyst**  
777-6155 ♦ [laura.knox@UND.edu](mailto:laura.knox@UND.edu)

- General ledger transactions/balances
- Financial reporting
- Information Builders reporting & data integrity
- Internal controls
- 990-T preparation coordinator - UBIT (Unrelated Business Income Tax)
- PeopleSoft Finance Campus Access Control Officer (CACO)

**Patty Schoenrock, Administrative Officer to AVP-Finance & Controller**  
777-2243 ♦ [patty.schoenrock@UND.edu](mailto:patty.schoenrock@UND.edu)

- Administrative assistant to Sharon
- Schedules Sharon's calendar