

Harvard Library Finance – Who to Call?

HL Financial Operations		
Area	Person to Contact	Backup
Payroll – biweekly	Jeanne Gaunt	Lucy Khoumjian
Payroll – students/temps/LHTS	Aidan Alleyne	Jeanne Gaunt
Time Adjuster and Administrator functions	Jeanne Gaunt	Valerie Sacchetti
Oracle Vendor Requests	Aidan Alleyne	Leah Nickel
HCOM	Leah Nickel	Aidan Alleyne
Pcard questions	Leah Nickel	Aidan Alleyne
Corporate card and travel reimbursements	Aidan Alleyne	Leah Nickel
Federal Express account	Aidan Alleyne	Leah Nickel
Cash receipts	Aidan Alleyne	Leah Nickel
Internal billings	Leah Nickel	Ellen Greene
Security – HCOM, Pcard, Corporate Card	Leah Nickel	Ellen Greene
Chart of Accounts Administration (new GL segments)	Ellen Greene	Leah Nickel
Financial Operations Internal Controls	Ellen Greene	Leah Nickel

Library Collections Financial Operations:

Collections purchasing (Aleph transactions, PCard, HCOM)	Jill Hiller Edmund Tam	Kelly Russo
Amazon.com Account	Kelly Russo	Jill Hiller
Vendor Requests and Aleph Master Vendor File updates	Jill Hiller	Edmund Tam / Kelly Russo
Aleph Foreign Exchange rate updates	Edmund Tam	Jill Hiller / Kelly Russo
Aleph Budget Access Approval	Kelly Russo	

Other:

Security – CREW, General Ledger, HUBS, GMAS, PeopleSoft	Ellen Greene/Jeanne Gaunt	Leah Nickel
HL Restricted Funds (endowment, gifts, sponsored)	Ellen Greene	Leah Nickel
Accounting Policy and Compliance	Ellen Greene	Leah Nickel
Financial Statements, Closes and analyses	Ellen Greene	Leah Nickel
Library Reporting, Analytics and Metrics	Alison Donnelly	David King
Budgets and Planning	Alison Donnelly	David King

Contact Information

Name	Phone	Email
Jennifer Lesswing	617-496-3681	jennifer_lesswing@harvard.edu
Alison Donnelly	617-495-1049	alison_donnelly@harvard.edu
David King	617-496-4781	david_c_king@harvard.edu
Ellen Greene	617-496-2716	ellen_greene@harvard.edu
Aidan Alleyne	617-496-1448	aidan_alleyne@harvard.edu
Jeanne Gaunt	617-496-0817	jeanne_gaunt@harvard.edu
Jill Hiller	617-496-4707	jill_hiller@harvard.edu
Leah Nickel	617-496-4881	leah_nickel@harvard.edu
Kelly Russo	617-496-4792	kelly_russo@harvard.edu
Edmund Tam	617-496-2597	edmund_tam@harvard.edu

