



Business Office Operations - Assignment of Duties *August 1, 2025*

As we do each year, the Business Office staff has reviewed our organizational responsibilities, split of duties and day-to-day operating assignments. Please refer to the breakdown below for current Business Office staff assignments. These assignments were made in an effort to prioritize efficiency and effectiveness to ensure we meet the needs and expectations of our sport programs and administrative units. Please contact the staff member assigned to your respective department for assistance. We will continue to strive to become a stronger and more efficient unit for those we serve.

<u>Chris Istre</u> Financial Manager	<u>Nancy Post</u> Financial Manager	<u>Alison Dillon</u> Financial Manager	<u>Katie Smith</u> Financial Administrator	<u>Erin Boyette</u> Financial Administrator	<u>Abbi Klish</u> Financial Manager
<u>Sport Programs</u> Football Baseball Men's Tennis Women's Tennis	<u>Sport Programs</u> Equestrian Track & Field	<u>Sport Programs</u>	<u>Sport Programs</u> Men's Basketball Softball Soccer	<u>Sport Programs</u> Women's Basketball Men's Golf Women's Golf Volleyball	<u>Sport Programs</u> Acro & Tumbling
<u>Admin Units</u> Event Management & Facilities	<u>Admin Units</u> SACE / SAOF Sports Ministry Compliance	<u>Admin Units</u> Bear Foundation 'B' Association Ticket Office	<u>Admin Units</u> Communications Fan Engagement Branding & Creative Spirit Squads Anthony Travel	<u>Admin Units</u> BANC Perf Nutrition Ath Performance Ath Medicine	<u>Admin Units</u> Administration McLane Operations

<u>Nancy Post</u> Financial Manager	<u>Alison Dillon</u> Financial Manager	<u>Abbi Klish</u> Financial Manager	<u>Megan Harrah</u> Employment Operations
NCAA Financial Report NCAA FBS Certification EADA Reporting Graduate Assistant Program Gender Equity Monitoring Monthly / Year-end Closings	NCAA Financial Report NCAA Report on Uses Ticket Sales Reconciliations Complimentary Tickets Big 12 Ticket Verifications Record & Monitor Receivables Monthly / Year-end Closings	Voyager Gas Card Temporary Housing Enterprise Rentals Ticket Sales Reconciliations Complimentary Tickets Record & Monitor Receivables Monthly / Year-end Closings	Personnel Transactions Workforce Planning Onboarding & Offboarding New Employee Relocations Employment Contracts/MOUs Student Employment Compensation Tracking & Salary Surveys