

Controller Division

Presentation of Employees

Controller Division email – NDOT.Controller@nebraska.gov

Lily Kathee – Chief Financial Officer Office Phone: 402-479-4635

Oversee and administer all agency financial matters including:

Financial planning and programming, revenue and expenditure projections, budgeting, financial reporting, fund controls, audits, financial systems, project finance, cash flow management, and financial analysis.

Maintaining liaison with the Department of Administrative Service (AS), State Treasurer, State Auditor, Department of Revenue, Legislative Fiscal Office, Federal Highway Administration, other state agencies, and other state Departments of Transportation.

BUDGET AND FINANCE SECTION

Budget and Finance Section email - NDOT.ControllerBudgetandFinance@nebraska.gov

Jenessa Boynton – Hwy Budget and Finance Manager Office Phone: 402-479-4691

- Manage Cost Accounting Unit
- ACT System
- Budget
- Procurement Card
- General Ledger
- Revenue – projections and reporting
- Financial Reporting
- Legislative Fiscal Note
- Financial Liaison between NDOT and State Auditor’s Office

Shandana Khattak – Budget Analyst Office Phone 402-479-4692

- Manage ACT System
- Budget
- Capital Facilities
- Financial reporting

Connie Heiser – Accountant III Office Phone 402-479-4816

- Manage Procurement Card
- Manage AFE System
- Payroll processing and reconciliation
- Analysis Reports

Chad Walford – Accountant III Office Phone 402-479-3551

- ACT – process agreements/contracts
- General Ledger
- Financial Reporting
- Reconciliation of accounting systems between NDOT and State
- Day Cash Analysis

James Busing – Revenue Accountant III Office Phone 402-479-3939

- Revenue Projections and Reporting
- Allocations to Cities and Counties
- Financial Reporting
- FHWA Statistical Reports
- Highway Users Projection/Distribution Report

ACCOUNTING OPERATIONS SECTION

Accounting Operations Section email - NDOT.Controller-Accounting@nebraska.gov

Coding question/errors email - NDOT.ControllerCoding@nebraska.gov

JeanE. Plihal – Accounting Manager Office Phone 402-479-4811

Responsible for the accuracy of the NDOT Financial Systems

First contact for Financial Systems issues

Assist in the development, testing, implementation and documentation of Financial Systems

Responsible for the Roads Financial Edits and accounting manual

Assist with creating queries

Create reports for the Division

Assist with software questions such as Access, Excel and Word

Division Technical Support – trouble shoot, creating ticket to BTSD

Jolene Goodspeed– Accountant III Office Phone 402-479-4808

Backup RBS Accountant III position for invoicing, deposits and daily balancing

Assist in the development, testing, implementation and documentation of Financial Systems

Assist with creating queries

Assist with software questions such as Access, Excel and Word

Evaluate coding requests and setup coding

Assist with creating and updating Standard Operating Procedures

Division Technical Support – trouble shoot, creating ticket to BTSD

Teri King – Accounting Supervisor Office Phone 402-479-4810

Accounts Payable

Accounts Receivable

Supply Base

Manage Storefront

Internal Control Coordinator

Roads Financial Edit (RFE) – includes adding coding

Keeping track of Statutes & Regulations & Polices related to our work.

Coordinate updating and publishing of Controller documents on DOTSpot

Samantha Brown – Accountant III Office Phone 402-479-4698

Manage Accounts Receivable

City/County Maintenance Agreements

Manage Store Front

Pre-Audit State Property Damage (SPD's)

Generate Interagency Billing Transactions (IBTs)

RBS Training

Reconcile Credit Card Revenue

Prepare Deposits and Process deposits from the Districts

Escort Moves

Linda Soulliere – Accountant I Office Phone 402-479-4818

Accounts Payable –Voyager (fuel) payments
Address Book numbers in RPS and Enterprise One
Warrants – duplicates and cancellations, outstanding warrant list
Invoice Cancellations
Pre-audit Division and District vouchers
RPS Training
Reconcile Supply Base

Laurie Burling – Accountant I Office Phone 402-479-4813

Accounts Payable – Contractor payments, Highway Safety Office and 3 way-match payments
Employee Expense Reimbursements
Maintain Propriety of Purchase Listing (POP)
Pre-audit Division and District vouchers
RPS Training
PFS Finals & Interest Calculations
Set up new contractor # in AASHTOWARE
Petty Cash Coordinator

Susan Wenzl – Accountant I Office Phone 402-479-4653

Accounts Payable – motel bills and utilities
Consultant Payments
Pre-audit Division and District vouchers
Keep Motel listing on DOTSpot current

Sue Wurster – Accountant I Office Phone 402-479-4635

Coordinate miscellaneous projects for division head
Accounts Payable – utility payments
Pre-audit utilities and consultant vouchers
Project Finance - billing and payment entry processing
Procurement Card reconcilliation
Office supply orders
Mail distribution
IBT distribution

PROJECT FINANCE SECTION

Project Finance email – NDOT.ControllerProjectFinance@nebraska.gov

Denise Rice - Project Finance Manager Office Phone 402-479-4814

- Manage the Project Finance Section (PFS)
- Financial liaison between NDOT and FHWA; financial reporting to FHWA
- Approval of FMIS transactions and completion of FHWA Assessments
- Financial analysis and reporting for upper management and auditors
- Business team lead for Financial Systems Projects-Cash Flow and PFS Web-based system
- Oversee payment plans on projects
- Manage inactive obligations and project extensions
- Review non-template agreements prior to execution for accuracy

Gerry Neeman - PFS Federal Aid Administrator III Office Phone 402-479-4402

- Cash Flow management and reporting; projections and actuals
- Manage federal fund obligations and advanced construction projects
- Manage Transit and Intercity Bus Projects, verify and process FTA billing
- Contract overrun/underrun and change order management of funds
- Perform project letting analysis and letting adjustments for all let contracts
- PFS monthly financials for publication

Marsha Sand - Project Finance Accountant III Office Phone 402-479-4604

- Review and close federal and state funded projects
- Update PFS and ACT systems with contract letting awards
- NBIS and EOP project management and monthly reporting
- FHWA billing reviews and report accordingly
- Soft match agreements and initiate payment; monthly reporting

Jacob Clinchard - Project Finance Accountant III Office Phone 402-479-3528

- Review and close federal and state funded projects
- OnBase audits-prepare invoices/payments on audit findings
- Reconcile final contractor estimates to PFS
- Manage planning/research, workforce development, and STWD pooled projects

Arin Hollmann- Project Finance Accountant II Office Phone 402-479-4661

- Process federal billings: FHWA, HSO
- Update federal obligations and reconcile NDOT to FHWA
- Process Project related agreements/contracts
- Invoices and payments to political subdivisions, railroads, other states, and entities
- Payroll error correction on projects
- Review past due accounts receivable - pursue collections, report monthly

Jen Crunk - Project Finance Accountant II Office Phone 402-479-4305

Process federal billings: FHWA, HSO

Update federal obligations and reconcile NDOT to FHWA

Process Project related agreements/contracts

Invoices and payments to political subdivisions, railroads, other states, and entities

Payroll error correction on projects

HSO project management

Review earned not billable, report monthly

AUDIT SECTION

Indirect Cost Rate Reviews email – NDOT.ControllerAuditRequests@nebraska.gov

Subrecipient Monitoring email – NDOT.ControllerSubrecipient@nebraska.gov

Audit Section email – NDOT.ControllerAudits@nebraska.gov

Tamara Applebee – Highway Audit Manager Office Phone 402-479-3179

- Consultant Indirect Cost Rate Reviews
- Final Cost Waiver Reviews
- Final Cost Audit Reviews
- LPA (Local Public Agencies) Indirect Cost Rates
- Sub-recipient Audit Monitoring
- Audit Requests & Scheduling

Crispin Mayers – Auditor Senior Office Phone 402-479-4406

- Final Cost Waiver Reviews
- Final Cost Audit Reviews
- Sub-recipient Monitoring
- Translation Assistance – Spanish

Helene Baustian – Auditor Senior Office Phone 402-479-4403

- Consultant Indirect Cost Rate Reviews
- Final Cost Waiver Reviews
- Final Cost Audit Reviews
- Sub-recipient Monitoring

Erik Long – Auditor Senior Office Phone 402-479-4561

- Consultant Indirect Cost Rate Reviews
- LPA (Local Public Agencies) Indirect Cost Rates
- Final Cost Audit Reviews
- Final Cost Waiver Reviews

Skyler Bokoskie– Auditor Senior Office Phone 402-479-3178

- Consultant Indirect Cost Rate Reviews
- Final Cost Waiver Reviews
- Final Cost Audit Reviews
- Sub-recipient Monitoring

Daniel Goodspeed - Auditor Office Phone 402-479-4558

- Transit Subrecipient Monitoring
- Transit Subrecipient Cost Billing Reviews
- Cost Allocation Plan Review/Approval
- Conduct Time Studies for subrecipient employees

Hamza Abboszoda - Student Intern Office Phone 402-479-3593

- Consultant Indirect Cost Rate Reviews
- Final Cost Audit Reviews
- Final Cost Waiver Reviews
- Sub-recipient Audit Monitoring

Last Updated June 2024

Mustafa Aliwa - Student Intern Office Phone 402-479-3570

Consultant Indirect Cost Rate Review

Final Cost Audit Reviews

Final Cost Waiver Reviews

Sub-recipient Audit Monitoring