

the general ledger

News from the Princeton University Office of Finance & Treasury



Jim Matteo

Vice President for
Finance and Treasurer

“Our collective success will not be defined by me, rather by the things we can accomplish together.”

On February 25, Princeton University welcomed Jim Matteo as the new Vice President for Finance and Treasurer. In the few weeks since he joined the University, Jim has spent time connecting with the campus community, and observing the University’s mission and vision first-hand.

Why Princeton?

“The obvious answer is it’s one of the elite Universities in the country and the world. But more importantly, Princeton truly embraces its mission of being in the nation’s service and the service of humanity. I believe I’m like many other people who work in higher education, we believe in its mission and being in service to others. I can think of no better place to embrace this mission than at Princeton. Equally as important are Princeton’s people. The appeal of a strong and cohesive leadership team drew me to the role as did the reputation of the Finance and Treasury team. The combination of mission and people made Princeton an easy choice.”

What have you learned or observed in your first weeks at Princeton?

“Passion is contagious, and you can’t help but feel and embrace the passion that surrounds Princeton. I’ve met students, faculty, staff, and alumni and their affection for Princeton astounds me. One of the reasons I love higher education is the good we create in the world, the opportunity and hope we provide to people, and the passion that surrounds those ambitions.

I have also been excited by, and very grateful for, the reception I received prior to and upon my arrival. How an institution welcomes a newcomer into its community speaks volumes about that institution. I could not have felt more welcomed.”

What are you hoping to achieve in your first year? Longer term?

“In my first year, there are a few items that are very important to me. One is to learn and embrace the distinctive Princeton culture, including relationships, behaviors, and values. I believe that culture defines a University, and Princeton’s culture has a direct connection to its success. Equally as important, I want to connect with the Finance and Treasury team. Our collective success will not be defined by me, rather by the things we can accomplish together. I am energized by the possibilities of what we can achieve as a team.

Over the longer term, I see us further embracing our values of service, stewardship, and connections. Although Princeton is an elite institution, there is much more we aspire to do in service to the nation and the world. The work of Finance and Treasury and the service we provide will play a direct role in Princeton achieving its higher aspirations.”

Year End Close 2019

Year End Close Calendar and Webpages

The Year End Close calendar and webpages have been updated for FY19 and are now available on the [Office of Finance and Treasury website](#).

Year End Close Information Sessions & Workshops

To support the Year End Close process, the Office of Finance and Treasury is offering a number of information sessions and workshops. Information sessions will provide an overview and information about the FY19 close process and activities, and workshops allow participants to bring their work and meet with Finance and Treasury staff one on one. To register, please visit the [Employee Learning Center](#).

- **Year End Close Information Sessions**
May 7, 2:30 p.m. to 4:00 p.m., East Pyne, Room 010
May 9, 10:30 a.m. to 12:00 p.m., McCormick, Room 101
- **Ask Procurement: Buy and Pay Workshop**
April 24, 2:00 p.m. to 4:00 p.m., 701 Carnegie Center, Room 130
- **Ask Labor Accounting: Year End Workshop**
May 22, 1:00 p.m. to 4:00 p.m., 701 Carnegie Center, Room 131
- **Ask Procurement: Year End Workshop**
May 22, 2:00 p.m. to 4:00 p.m., 701 Carnegie Center, Room 130

Improved Non-PO Payment Process

The Office of Finance and Treasury launched a new and improved payment request process that enables one-time guest reimbursements without supplier/payee onboarding. This new non-PO payment functionality will eventually replace the existing non-PO payment process, however, to ease transition as we approach year end, users will have access to both the new and existing non-PO payment request processes. In addition to the ability to pay one-time reimbursements without onboarding, the new process features:

1. Updated navigation.
2. One-screen summary visibility to all details of the request.
3. Clearer explanations for required fields.

Training classes are scheduled for late April; register in the [Employee Learning Center](#). Please contact Suzanne Bellan at bellan@princeton.edu with any questions.

FINANCIAL LITERACY DAY

The University community is invited to Princeton's first Financial Literacy Day, Tuesday, May 7, in the Frist Campus Center. The keynote speaker is Jeff Kreisler '95, author of the recent book, *Dollars and Sense*. Jeff is scheduled to speak from 4:30 p.m. to 5:30 p.m.

Please RSVP for the keynote speaker. Other Financial Literacy activities are scheduled from 3:30 p.m. to 6:30 p.m. in the Frist TV lounge on the 100 level, and do not require registration.

UPCOMING TRAININGS

In addition to the information sessions and workshops for year end close, the Office of Finance and Treasury offers classes and workshops year round for onboarding suppliers, Concur, Labor Accounting, requisitions, internal controls, and more! The training offerings are currently updated through June, and available on the [Employee Learning Center](#).



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