

FINANCE DIVISION CROSSWALK

Matthias Greywoode – Chief Financial Officer/Treasurer
Rosalyn Collins – Administrative Assistant to the CFO
Stepanie Terry – Interim, Deputy Chief of Finance

	FINANCE MANAGEMENT OFFICE (FMO)	PROCUREMENT	ACCOUNTS PAYABLE & FISCAL CONTROL	PAYROLL	TREASURER'S	FINANCIAL SYSTEMS
	Nichelle Hunter (Director)	Stephanie Terry (Director)	Charles Ellis (Director)	Anita Mize (Director)	Derek Roberts (Director)	Vacant (Coordinator)
POINT OF CONTACT	Budget Manager: <ul style="list-style-type: none"> ▪ Rosalind Mack Grants Manager: <ul style="list-style-type: none"> ▪ Vacant Lead Finance Analyst: <ul style="list-style-type: none"> ▪ Angela Lawuary Cosby ▪ Angela Yount Finance Analyst: <ul style="list-style-type: none"> ▪ Robert Dobyne ▪ Michael Jones ▪ Andrew Taylor ▪ Maxine Fultz 	Procurement Manager: <ul style="list-style-type: none"> ▪ Matthew Tague Senior Contract Analyst: <ul style="list-style-type: none"> ▪ Deambre Johnson Purchase Analyst: <ul style="list-style-type: none"> ▪ Robin Woolfolk ▪ Ketra Montgomery ▪ Vacant 	Accountants: <ul style="list-style-type: none"> ▪ Armando Lopez ▪ Emerald Williams (Temp) ▪ Katina Griffin (Temp) Supervisor of AP: <ul style="list-style-type: none"> ▪ Stephanie Morris-Parsons AP Staff <ul style="list-style-type: none"> ▪ Veronica King – AP Analyst ▪ Sabrina Miller – AP Clerk Inventory Specialist <ul style="list-style-type: none"> ▪ Ervin Yarbough ▪ Brian McClain 	Payroll Manager: <ul style="list-style-type: none"> • Vacant Payroll Analyst: <ul style="list-style-type: none"> ▪ Connie Eskew Payroll Specialist: <ul style="list-style-type: none"> ▪ Latrisa Avery ▪ Vacant 	Treasury Analyst <ul style="list-style-type: none"> ▪ DeAmbra Hopkins Cashier <ul style="list-style-type: none"> ▪ Derwin Jordan ▪ Jordan Foster 	Financial Systems Coordinator <ul style="list-style-type: none"> ▪ Vacant Financial Systems Trainer <ul style="list-style-type: none"> ▪ Sonya Wayne ▪ Peggy Meyer
RESPONSIBILITIES	ALL BUDGET-RELATED ISSUES: <ul style="list-style-type: none"> ▪ Budget Reports ▪ Budget Transfers ▪ Extra Service Spreadsheets ▪ Grant Travel Documents ▪ Voucher Approval ▪ Requisition approvals 	<ul style="list-style-type: none"> ▪ Purchase Order process ▪ Board Resolutions ▪ Contract Management ▪ New Vendor Request ▪ Employee Vendor Request ▪ RFQ & RFP Development 	Accounts Payable: <ul style="list-style-type: none"> ▪ Voucher Processing/Payment ▪ Invoices Processing/Payment ▪ Travel Documents ▪ Mileage Documents ▪ Inventory Tagging Fiscal Control: <ul style="list-style-type: none"> ▪ Requisition approvals ▪ External reporting ▪ External Audit ▪ School Checking Account (EPES) 	<ul style="list-style-type: none"> ▪ Timekeeping / Kronos ▪ Quota banks ▪ Garnishments ▪ Direct Deposit changes ▪ Process bi-weekly payroll ▪ Paperless Pay 	<ul style="list-style-type: none"> ▪ Monitor daily cash/bank account management ▪ Wire/transfer cash account balancing ▪ Invest excess funds ▪ Receipt & account for all district revenue ▪ School checking Account (set-up) ▪ Deposit of checks/grants received ▪ Support admin. with monthly closing activities and compliance ,DESE reporting 	<ul style="list-style-type: none"> ▪ BusinessPLUS Access for Employees ▪ All BusinessPLUS systematic issues ▪ BusinessPLUS Training ▪ SAP ▪ Forecast 5 ▪ Bonfire ▪ ERP Implementation
FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS