## **FINANCE DIVISION CROSSWALK**

## Angie Banks – Chief Financial Officer/Treasurer Rosalyn Collins – Administrative Assistant to the CFO Stephanie Terry – Executive Director

**Mary Harper – Director Application Development** 

	FINANCE MANAGEMENT OFFICE (FMO)	PROCUREMENT	ACCOUNTS PAYABLE	PAYROLL	FISCAL CONTROL	TREASURER'S	FINANCIAL SYSTEMS
	Nichelle	Vacant	Vacant	Anita Mize	Vacant	Derek Roberts	Vacant
	(Director)	(Director)	(Director )	(Director)	(Director)	(Director)	(Coordinator)
POINT OF CONTACT	Budget Manager:  Rosalind Mack Grants Manager:  Angela Yount Lead Finance Analyst:  Angela Lawuary Cosby  Vacant Finance Analyst:  Robert Dobynes  Michael Jones  Andrew Taylor  Maxine Fultz	Procurement Manager:  Matthew Tage  Senior Contract Analyst: DeAmbre Johnson  Procurement Analyst: Robin Woolfolk Sandra Brooks Constance Byrd (Temp)	Supervisor of AP:  Stephanie Morris Parson  AP Clerks Sabrina Miller Veronica King  Inventory Specialist Ervin Yarbough Brian McClain	Payroll Manager:  Kathy McIntyre  Payroll Analyst: Connie Eskew  Payroll Specialist: Latrisa Avery Artis Larry (Temp)	Accountants:  Charles Ellis  Armando Lopez  Emerald Williams (Temp)  Katina Griffin (Temp)	Senior Treasury Analyst DeAmbra Hopkins  Cashier Derwin Jordan Jordan Foster	
RESPONSIBILITIES	ALL BUDGET-RELATED ISSUES:  Budget Reports Budget Transfers Extra Service Spreadsheets Travel Documents Vouchers Requisition approvals	<ul> <li>Purchase Requisitions process</li> <li>Board Resolutions</li> <li>Contracts</li> <li>New Vendor Request</li> <li>Employee Vendor Request</li> <li>RFQ &amp; RFP Development</li> </ul>	<ul> <li>Vouchers</li> <li>Invoices</li> <li>Travel Documents</li> <li>Mileage Documents</li> <li>Vendor Payments</li> <li>Inventory Tagging</li> </ul>	<ul> <li>Timekeeping / Kronos</li> <li>Quota banks</li> <li>Garnishments</li> <li>Direct Deposit changes</li> <li>Process bi- weekly payroll</li> <li>Paperless Pay</li> </ul>	<ul> <li>Requisition         approvals</li> <li>External reporting</li> <li>External Audit</li> <li>School Checking         Account (EPES)</li> <li>Safety &amp; Insurance</li> </ul>	<ul> <li>Monitor daily cash</li> <li>Wire/transfer cash account balancing</li> <li>Invest excess funds</li> <li>Receipt &amp; account for all district revenue</li> <li>School checking Account (set-up)</li> <li>Deposit of checks/grants received</li> <li>Replacement ID's</li> </ul>	<ul> <li>BusinessPLUS         Access for         Employees</li> <li>All BusinessPLUS         systematic issues</li> <li>BusinessPLUS         Training</li> <li>SAP</li> <li>Forecast 5</li> </ul>
FUNDS	GOB FUNDS: 110- General Fund 210- Teachers Fund 410- Capital Other: 310 - Debt 477 - Bond GRANT FUNDS: 140 - Sch. Lunchroom 150 - General Grants 160 - Fund Balance 250- Special Revenue 440- Sch. lunch/ capital 450- Capital (FB)	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS

Updated as of 10.14.2024