## **FINANCE DIVISION CROSSWALK**

## Vacant – 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)
	Budget Manager:	Procurement Manager:	Supervisor of AP:	Payroll Manager:	Accountants:	Senior Treasury Analyst	
	<ul> <li>Rosalind Mack</li> </ul>	<ul><li>Matthew Tage</li></ul>	<ul><li>Stephanie Morris</li></ul>	<ul> <li>Kathy McIntyre</li> </ul>	<ul><li>Charles Ellis</li></ul>	<ul> <li>DeAmbra Hopkins</li> </ul>	
5	Grants Manager:		Parson		<ul> <li>Armando Lopez</li> </ul>		
<b>F</b>	<ul><li>Angela Yount</li></ul>	Senior Contract Analyst:		Payroll Analyst:	<ul><li>Emerald Williams</li></ul>	Cashier	
CONTACT	Lead Finance Analyst:	<ul> <li>DeAmbre Johnson</li> </ul>	AP Clerks	<ul><li>Connie Eskew</li></ul>	(Temp)	<ul><li>Derwin Jordan</li></ul>	
F.	<ul> <li>Angela Lawuary Cosby</li> </ul>		■ Vacant			<ul><li>Jordan Foster</li></ul>	
POINT OF	• Vacant	Procurement Analyst:	<ul><li>Veronica King</li></ul>	Payroll Specialist:			
5	Finance Analyst:	Robin Woolfolk	Lavanda ma Garania liat	■ Vacant			
_	Michael Jones	Sandra Brooks	Inventory Specialist  Ervin Yarbough	■ Artis Larry			
	<ul><li>Andrew Taylor</li><li>Maxine Fultz</li></ul>	<ul> <li>Constance Byrd (Temp)</li> </ul>	Brian McClain	(Temp)			
	ALL BUDGET-RELATED ISSUES:	<ul> <li>Purchase Requisitions</li> </ul>	Vouchers	■ Timekeeping /	<ul><li>Requisition</li></ul>	<ul> <li>Monitor daily cash</li> </ul>	<ul><li>BusinessPLUS</li></ul>
	Budget Reports	process	<ul><li>Invoices</li></ul>	Kronos	approvals	<ul><li>Wire/transfer cash</li></ul>	Access for
	<ul><li>Budget Transfers</li></ul>	Board Resolutions	<ul> <li>Travel Documents</li> </ul>	<ul><li>Quota banks</li></ul>	<ul> <li>External reporting</li> </ul>	account balancing	Employees
ES	<ul> <li>Extra Service Spreadsheets</li> </ul>	<ul><li>Contracts</li></ul>	<ul> <li>Mileage Documents</li> </ul>	<ul> <li>Garnishments</li> </ul>	<ul> <li>External Audit</li> </ul>	<ul> <li>Invest excess funds</li> </ul>	<ul> <li>All BusinessPLUS</li> </ul>
∣Ę	<ul> <li>Travel Documents</li> </ul>	<ul> <li>New Vendor Request</li> </ul>	<ul><li>Vendor Payments</li></ul>	<ul> <li>Direct Deposit</li> </ul>	<ul> <li>School Checking</li> </ul>	<ul> <li>Receipt &amp; account for</li> </ul>	systematic issues
RESPONSIBILITIES	<ul><li>Vouchers</li></ul>	<ul> <li>Employee Vendor Request</li> </ul>	<ul><li>Inventory Tagging</li></ul>	changes	Account (EPES)	all district revenue	<ul> <li>BusinessPLUS</li> </ul>
NS NS	<ul> <li>Requisition approvals</li> </ul>	<ul> <li>RFQ &amp; RFP Development</li> </ul>		<ul><li>Process bi-</li></ul>	<ul> <li>Safety &amp; Insurance</li> </ul>	<ul><li>School checking</li></ul>	Training
SPC				weekly payroll		Account (set-up)	■ SAP
RE				<ul><li>Paperless Pay</li></ul>		<ul><li>Deposit of</li></ul>	■ Forecast 5
						checks/grants	
						received	
	000 5111100					Replacement ID's	
	GOB FUNDS: GRANT FUNDS: 110- General Fund 140 - Sch. Lunchroom	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS
	<b>210-</b> Teachers Fund <b>150 -</b> General Grants						
	<b>410-</b> Capital <b>160 -</b> Fund Balance						
S	250- Special Revenue						
FUNDS	Other: <b>260</b> - Special Revenue						
급	<b>310</b> - Debt <b>440</b> - Sch. lunch/ capital						
	<b>477</b> - Bond <b>450</b> - Capital Program						
	<b>460</b> - Capital (FB)						