

FINANCE DIVISION CROSSWALK

Vacant – Chief Financial Officer/Treasurer
Rosalyn Collins – Administrative Assistant to the CFO
Stephanie Terry – Executive Director
Kelly Genge - Controller
Mary Harper – Director Application Development

	FINANCE MANAGEMENT OFFICE (FMO)		PROCUREMENT	ACCOUNTS PAYABLE	PAYROLL	FISCAL CONTROL	TREASURER'S	FINANCIAL SYSTEMS	
	Nichelle (Director)		Vacant (Director)	Vacant (Director)	Anita Mize (Director)	Kelly Genge (Controller)	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"> ▪ Angela Yount Lead Finance Analyst: <ul style="list-style-type: none"> ▪ Angela Lawuary Cosby ▪ Vacant Finance Analyst: <ul style="list-style-type: none"> ▪ Michael Jones ▪ Andrew Taylor ▪ Maxine Fultz 		Procurement Manager: <ul style="list-style-type: none"> ▪ Matthew Tage Senior Contract Analyst: <ul style="list-style-type: none"> ▪ DeAmbre Johnson Procurement Analyst: <ul style="list-style-type: none"> ▪ Robin Woolfolk ▪ Sandra Brooks ▪ Constance Byrd (Temp) 	Supervisor of AP: <ul style="list-style-type: none"> ▪ Stephanie Morris Parson AP Analyst <ul style="list-style-type: none"> ▪ Veronica King AP Clerk <ul style="list-style-type: none"> ▪ Vacant 	Payroll Manager: <ul style="list-style-type: none"> ▪ Kathy McIntyre Payroll Analyst: <ul style="list-style-type: none"> ▪ Connie Eskew Payroll Specialist: <ul style="list-style-type: none"> ▪ Vacant ▪ Artis Larry (Temp) 	Accountants: <ul style="list-style-type: none"> ▪ Charles Ellis ▪ Armando Lopez ▪ Emerald Williams (Temp) 	Senior Treasury Analyst <ul style="list-style-type: none"> ▪ DeAmbra Hopkins Cashier <ul style="list-style-type: none"> ▪ Derwin Jordan ▪ Jordan Foster 		
RESPONSIBILITIES	ALL BUDGET-RELATED ISSUES: <ul style="list-style-type: none"> ▪ Budget Reports ▪ Budget Transfers ▪ Extra Service Spreadsheets ▪ Travel Documents ▪ Vouchers ▪ Requisition approvals 		<ul style="list-style-type: none"> ▪ Purchase Requisitions process ▪ Board Resolutions ▪ Contracts ▪ New Vendor Request ▪ Employee Vendor Request ▪ RFQ & RFP Development 	<ul style="list-style-type: none"> ▪ Vouchers ▪ Invoices ▪ Travel Documents ▪ Mileage Documents ▪ Vendor Payments ▪ Inventory Tagging 	<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"> ▪ Requisition approvals ▪ External reporting ▪ External Audit ▪ School Checking Account (EPES) ▪ Safety & Insurance 	<ul style="list-style-type: none"> ▪ Monitor daily cash ▪ Wire/transfer cash account balancing ▪ Invest excess funds ▪ Receipt & account for all district revenue ▪ School checking Account (set-up) ▪ Deposit of checks/grants received ▪ Replacement ID's 	<ul style="list-style-type: none"> ▪ BusinessPLUS Access for Employees ▪ All BusinessPLUS systematic issues ▪ BusinessPLUS Training ▪ SAP ▪ Forecast 5 	
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 260- Special Revenue 440- Sch. lunch/ capital 450- Capital Program 460- Capital (FB)	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS