

FINANCE DIVISION CROSSWALK

Angie Banks – Chief Financial Officer/Treasurer
Roselyn Collins – Administrative Assistant to the CFO

	FINANCE MANAGEMENT OFFICE (FMO)		PROCUREMENT	ACCOUNTS PAYABLE	PAYROLL	FISCAL CONTROL	TREASURER’S	FINANCIAL SYSTEMS
	Victoria Glaspy (Director)		Stephanie Piatt Terry (Director of Procurement)	Charles Ellis (Director of Fiscal Control & AP)	Anita Mize (Director of Payroll)	Charles Ellis (Director of Fiscal Control & AP)	Derek Roberts (Manager)	Jason Davis (Financial Systems Coordinator)
POINT OF CONTACT	Budget Manager: <ul style="list-style-type: none">Rosalind Mack Grants Manager: <ul style="list-style-type: none">Nichelle Hunter Lead Finance Analyst: <ul style="list-style-type: none">Angela Lawuary CosbyAngela Yount Finance Analyst: <ul style="list-style-type: none">Robert DobynesMichael JonesAndrew TaylorRoyce PurleyMaxine Fultz		Procurement Analyst: <ul style="list-style-type: none">Ketra Montgomery Buyer: <ul style="list-style-type: none">Diane ClarkDeambre JohnsonConstance Byrd Strategic Sourcing Analyst: <ul style="list-style-type: none">Christy Scales	Supervisor of AP: <ul style="list-style-type: none">Stephanie Morris Parson AP Clerks <ul style="list-style-type: none">Sabrina MillerVeronica King Inventory Specialist <ul style="list-style-type: none">Ervin YarboughBrian McClain	Payroll Manager: <ul style="list-style-type: none">Vacant Payroll Specialist: <ul style="list-style-type: none">Latrissa AveryConnie EskewArtis Larry	Accountants: <ul style="list-style-type: none">Armando LopezMelva PadenEmerald WilliamsBrian Meyers Risk Manager <ul style="list-style-type: none">Ruth Carnoske	Cashier <ul style="list-style-type: none">Derwin Jordan Treasury Analyst <ul style="list-style-type: none">Vacant	
RESPONSIBILITIES	ALL BUDGET-RELATED ISSUES: <ul style="list-style-type: none">Budget ReportsBudget TransfersExtra Service SpreadsheetsTravel DocumentsVouchersRequisition approvals		<ul style="list-style-type: none">Purchase Requisitions processBoard ResolutionsContractsNew Vendor RequestEmployee Vendor RequestRFQ & RFP Development	<ul style="list-style-type: none">VouchersInvoicesTravel DocumentsMileage DocumentsVendor PaymentsInventory Tagging	<ul style="list-style-type: none">Timekeeping / KronosQuota banksGarnishmentsDirect Deposit changesProcess bi-weekly payrollPaperless Pay	<ul style="list-style-type: none">Requisition approvalsExternal reportingExternal AuditSchool Checking Account (EPES)Safety & Insurance	<ul style="list-style-type: none">Monitor daily cashWire/transfer cash account balancingInvest excess fundsReceipt & account for all district revenueSchool checking Account (set-up)Deposit of checks/grants receivedReplacement ID’s	<ul style="list-style-type: none">BusinessPLUS Access for EmployeesAll BusinessPLUS systematic issuesBusinessPLUS TrainingSAPForecast 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