

FINANCE DIVISION CROSSWALK

Angie Banks – Chief Financial Officer/Treasurer
 Rosalyn 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 (Interim 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 (Interim) Grants Manager: <ul style="list-style-type: none"> Nichelle Hunter Lead Finance Analyst: <ul style="list-style-type: none"> Angela Lawuary Cosby Torre Finley (Interim) Finance Analyst: <ul style="list-style-type: none"> Robert Dobynes Michael Jones Andrew Taylor Royce Purley Maxine Fultz 		Procurement Analyst: <ul style="list-style-type: none"> Ketra Montgomery Buyer: <ul style="list-style-type: none"> Diane Clark Deambre Johnson Constance 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 Miller Veronica King Inventory Specialist <ul style="list-style-type: none"> Ervin Yarbough Brian McClain 	Payroll Manager: <ul style="list-style-type: none"> Vacant Payroll Specialist: <ul style="list-style-type: none"> Latrisa Avery Connie Eskew Artis Larry 	Accountants: <ul style="list-style-type: none"> Armando Lopez Melva Paden Jason Hemann 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 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