

FINANCE DIVISION CROSSWALK

Kimberly Johnson – Chief Financial Officer/Treasurer  
Rosalyn Collins – Administrative Assistant to the CFO  
Kelly Genge – Fiscal Controller

	FINANCE MANAGEMENT OFFICE (FMO)		PROCUREMENT	ACCOUNTS PAYABLE	PAYROLL	ACCOUNTING	TREASURER’S	FINANCIAL SYSTEMS
	Nichelle (Director)		Vacant (Director)	Vacant (Director )	Anita Mize (Director)	Vacant (Director)	Derek Roberts (Director)	Mary Harper (Director)
POINT OF CONTACT	<b>Budget Manager:</b> <ul style="list-style-type: none"><li>Rosalind Mack</li></ul> <b>Grants Manager:</b> <ul style="list-style-type: none"><li>Angela Yount</li></ul> <b>Lead Finance Analyst:</b> <ul style="list-style-type: none"><li>Angela Lawuary Cosby</li></ul> <b>Finance Analyst:</b> <ul style="list-style-type: none"><li>Michael Jones</li><li>Andrew Taylor</li><li>Maxine Fultz</li><li>Vacant</li></ul>		<b>Procurement Manager:</b> <ul style="list-style-type: none"><li>Matthew Tague</li></ul> <b>Senior Contract Analyst:</b> <ul style="list-style-type: none"><li>DeAmbre Johnson</li></ul> <b>Procurement Analyst:</b> <ul style="list-style-type: none"><li>Robin Woolfolk</li><li>Sandra Brooks</li><li>Constance Byrd (Temp)</li></ul>	<b>Supervisor of AP:</b> <ul style="list-style-type: none"><li>Stephanie Morris Parson</li></ul> <b>AP Analyst</b> <ul style="list-style-type: none"><li>Veronica King</li></ul> <b>Travel &amp; Purchasing Analyst</b> <ul style="list-style-type: none"><li>Vacant</li></ul>	<b>Assistant Director:</b> <ul style="list-style-type: none"><li>Vacant</li></ul> <b>Payroll Manager:</b> <ul style="list-style-type: none"><li>Kathy McIntyre</li></ul> <b>Payroll Analyst:</b> <ul style="list-style-type: none"><li>Connie Eskew</li></ul> <b>Payroll Specialist:</b> <ul style="list-style-type: none"><li>Vacant</li><li>Artis Larry (Temp)</li></ul>	<b>Accountants:</b> <ul style="list-style-type: none"><li>Charles Ellis</li><li>Armando Lopez</li><li>Vacant</li><li>Emerald Williams (Temp)</li></ul>	<b>Manager</b> <ul style="list-style-type: none"><li>Vacant</li></ul> <b>Senior Treasury Analyst</b> <ul style="list-style-type: none"><li>DeAmbra Hopkins</li><li>Vacant</li></ul> <b>Cashier</b> <ul style="list-style-type: none"><li>Derwin Jordan</li><li>Jordan Foster</li></ul>	<b>Financial Systems Coordinator</b> <ul style="list-style-type: none"><li>Shonda Welcher</li></ul>
RESPONSIBILITIES	ALL <b>BUDGET-RELATED</b> ISSUES: <ul style="list-style-type: none"><li>Budget Reports</li><li>Budget Transfers</li><li>Extra Service Spreadsheets</li><li>Travel Documents</li><li>Vouchers</li><li>Requisition approvals</li></ul>		<ul style="list-style-type: none"><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 style="list-style-type: none"><li>Vouchers</li><li>Invoices</li><li>Travel Documents</li><li>Mileage Documents</li><li>Vendor Payments</li><li>Inventory Tagging</li></ul>	<ul style="list-style-type: none"><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 style="list-style-type: none"><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 style="list-style-type: none"><li>Monitor daily cash</li><li>Wire/transfer cash account balancing</li><li>Invest excess funds</li><li>Receive &amp; account for all district revenue</li><li>School checking Account (set-up)</li><li>Deposit of checks/grants received</li><li>Replacement IDs</li></ul>	<ul style="list-style-type: none"><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: <b>110-</b> General Fund <b>210-</b> Teachers Fund <b>410-</b> Capital  Other: <b>310</b> - Debt <b>477</b> - Bond	GRANT FUNDS: <b>140</b> - Sch. Lunchroom <b>150</b> - General Grants <b>160</b> - Fund Balance <b>250-</b> Special Revenue <b>260-</b> Special Revenue <b>440-</b> Sch. lunch/ capital <b>450-</b> Capital Program <b>460-</b> Capital (FB)	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS	ALL FUNDS