



## FINANCE DEPARTMENT JOB RESPONSIBILITIES

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### **LAURIE ALBRITTON: DIRECTOR OF FINANCE – Ext 129**

- FTE Administrator – projection and certification
- Budget preparation
- Sign FA399 final expenditure reports
- Oversee Food Service and Title I Departments
- Responsible for all areas below

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### **LOU MCDONALD: FINANCE OFFICER – Ext 124**

- Set up new account elements and accounts lines
- Give users access to account lines
- Answer questions pertaining to budget, encumbrances, and expenditures

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### **DIANE MONCRIEF: ACCOUNTING CLERK – Ext 127**

- Add new vendor numbers
- Change vendor addresses
- Close Purchase orders (not going through A/P system)
- District level bank deposit receipting for all funds

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### **JOYCE BARNWELL: ACCOUNTS PAYABLE CLERK – Ext 121**

- Accounts Payable and related questions
- Maintain all District Credit Cards

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### **FRANCINE CLARK: ACCOUNTING /FIXED ASSET CLERK – Ext 187**

- Fixed Assets – assign new asset numbers and coordinate annual inventory
- Receipt of checks or cash at district level
- Input of accounts payable invoices

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**RENE BARNARD: PURCHASING SPECIALIST – Ext 122**

- District Purchasing Policy and Procedures, including:
  - Assistance with Vendors, Quotes, Bids, PO Messaging, and Contract Administration
- Board Submission of Purchase Orders

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**VICKI MCCORQUODALE: ACCOUNTING CLERK – Ext 254**

- Maintain files and assist with General Fund Project Reporting
- Oversee Internal Account and provide assistance with Blue Bear Software
- Printing of all reports: Purchase Orders, Month End Reports, etc.
- Maintain logs for Bus Trips, Print Requests, and prepare appropriate journal entries

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**DEBBIE STORY: ACCOUNTING CLECK– Ext 186**

- Maintain files and oversee all federal grant project reporting
- Submit on–line federal expenditure reporting on a monthly basis
- Submit final expenditure reports
- Weekly Federal Cash Advance Requests
- Monthly Federal Reconciliations
- Request Medicaid Reimbursements