Manteca Unified School District

FISCAL SERVICES DEPARTMENT ASSIGNMENTS

Dana Vaccarezza, Director I (Ext. 50792)
Christina Munguia, Fiscal Budget/Position Control Supervisor (Ext. 50746)

Kaiya Jacobs (Ext. 50776)

Lead Budget/Accounting Technician

- Title I, II, III, and IV
- All Lottery
- Supplemental/Concentration Rs0709 (LCAP)
- Special Education (Rs 33XX, Rs 65XX)
- Grants
- Leases
- Indirect Costs
- New Program Setup
- Scholarships
- Contributions
- SMAA Reporting
- Local Funds (Rs0005, Rs9010)
- Position Control Backup

Michelle Sewell (Ext. 50887)

Budget/Accounting Technician

- Maintenance, Grounds, Custodial, Deferred Maint
- Transportation
- Facility Use (Mgmt 8050)
- Adult Education (Fd 11)
- Nutrition Education (Fd 13)
- CFd's & COP (Fd 77,78,80,81,82,83)
- Debt Payments (Fd 51,52)
- PARS Trust (Fd 71)
- OPEB (Fd 20)
- Redevelopment Agency (Fd 22)
- Developer Fee (Fd 25)
- County School Facilities (Fd 35)
- Bond Measure A & G (Fd 21)
- Special Reserves (Fd 40)
- School Farm (Fd 63)
- Insurance Fund (Fd 67)

Teresa Zapien (Ext. 50817)

Position Control Technician

- Maintain Position Control (process pickles)
- Payroll Journals
- Payroll Account Setup
- Pay09 Report Distribution
- FTE Reconciliation
- Account/Position Retros

Idalia Wheeler (Ext. 50766)

Budget/Accounting Technician

- Deposits
- Contact for Deposit Bags, Deposit Slips & Stamps
- Contact for Brinks Scheduling
- Revolving Cash/Refund Requests & Replenishment
- Petty Cash
- Bank of the West Bank Reconciliations
- Transfer Clearing to County Treasury
- Prepares and Distributes District-Wide Invoicing
- Postage Journal
- 3% Developer Fee Journal

Vacant (Ext.50747)

Budget/Accounting Technician

- Deposits
- Gas Charges Journal
- Print Shop Charges
- Print County Journals
- County Journal Requests
- Work Order Journals
- Cal Card Journal
- Object 1999 Journal & Reconciliation

Sarah Guardiola (Ext. 50739)

Budget/Accounting Technician

- All Sites Budgets/Support
- Business/Ed Services/HR Budgets/Support
- Process Requisitions
- Quarterly Federal Interest Calculation

Revised: July 18, 2022