

BUSINESS SERVICES ACCOUNTING STAFF

Accounts Payable

Christine Inks, Ext. 31430, christine_inks@myfsd.org

- Payment of routine District invoices

Tessamarie Steele, Ext. 31431, tessamarie_steele@myfsd.org

- Transportation
- Employee reimbursements and travel expenses
- Southwest School Supplies
- Fine Arts Independent Contractors
- Utilities

Olga Villavicencio, Ext. 31421, olga_villavicencio@myfsd.org

- Amazon
- CalCards

Accounts Receivable

Lisa Pierce, Ext. 31833, lisa_pierce@myfsd.org

- Month end journal entries and budget adjustments
- Billings to ASB and PTA for expenditures in cost centers 103 and 104
- Various other District billings

Tessamarie Steele, Ext. 31431, tessamarie_steele@myfsd.org

- Various other District billings

ASB

Olga Villavicencio, Ext. 31421, olga_villavicencio@myfsd.org

- Receive and deposit funds from schools
- Process payments
- Distribute monthly financial reports

Attendance

Roxanne Arellano, Ext. 31417, roxanne_arellano@myfsd.org

- Collect regular student attendance reports

Cristian Robles, Ext. 31060, cristian_robles_garcia@myfsd.org

- Collect regular student attendance reports

Lisa Pierce, Ext. 31833, lisa_pierce@myfsd.org

- Collect Saturday School Opportunity Attendance Recovery (SSOAR) data

Budget Number Linking and Transfers

Roxanne Arellano, Ext. 31417, roxanne_arellano@myfsd.org

- Various District accounts

Cristian Robles, Ext. 31060, cristian_robles_garcia@myfsd.org

- Categorical and Child Development accounts

District Deposits, Revolving and Petty Cash

Olga Villavicencio, Ext. 31421, olga_villavicencio@myfsd.org

- Receive and deposit funds from schools and departments
- Process revolving cash checks
- Reimbursements to petty cash accounts

Shoreline/BusinessPlus Issues and Access

Lisa Pierce, Ext. 31833, lisa_pierce@myfsd.org

- Add, delete or change employee access
- Password assistance