FINANCE DIVISION CROSSWALK

Chief Financial Officer – Kelly Dobell
Executive Administrative Assistant – Michelle George

	FINANCE MANAGEMENT OFFICE (FMO)		PROCUREMENT	ACCOUNTS PAYABLE	PAYROLL	ACCOUNTING	TREASURER'S	FINANCIAL SYSTEMS
	Rosalind Mack **Director of Finance**		**Matthew Tague** **Director of Procurement**	**Matthew Tague** **Director**	**Anita Mize** **Payroll Director**	**Jessica Wubker** **Director of Accounting**	**Vacant** **(Director)**	
POINT OF CONTACT	**Grants Coordinator:** ▪ Angela Yount **Grants Coordinator:** ▪ Vacant **Lead Finance Analyst:** ▪ Angela Lawuary Cosby **Finance Analyst:** ▪ Michael Jones ▪ Andrew Taylor ▪ Maxine Fultz		**Senior Contract Analyst:** ▪ DeAmbre Johnson **Procurement Analyst:** ▪ Robin Woolfolk ▪ Sandrea Davis	**AP Manager:** ▪ Stephanie Morris Parson **AP Analyst** ▪ Veronica King ▪ Sheri Kraner **Travel & Purchase Card Analyst** ▪ Tierra Garrett	**Payroll Analyst:** ▪ Connie Eskew **Payroll Specialist:** ▪ Ricci Sykes ▪ Josh Armstrong ▪ Artis Larry ▪ Octavia Lee	**Accountants:** ▪ Charles Ellis ▪ Brittany Smith ▪ Doris Wilson	**Cash & Investment Manager** ▪ DeAmbra Hopkins **Senior Treasury Analyst Student Activities** ▪ Jordan Foster **Treasury Analyst** ▪ Randy Rhodes	**Financial Systems Coordinator** ▪ Shonda Welcher (Kayle)
RESPONSIBILITIES	ALL **BUDGET-RELATED** ISSUES: ▪ Budget Reports ▪ Budget Transfers ▪ Extra Service Spreadsheets ▪ Travel Documents ▪ Vouchers ▪ Requisition approvals		▪ Purchase Requisitions process ▪ Board Resolutions ▪ Contracts ▪ New Vendor Request ▪ Employee Vendor Request ▪ RFQ & RFP Development	▪ Vouchers ▪ Invoices ▪ Travel Documents ▪ Mileage Documents ▪ Vendor Payments ▪ Inventory Tagging	▪ Timekeeping / Kronos ▪ Quota banks ▪ Garnishments ▪ Direct Deposit changes ▪ Process bi-weekly payroll ▪ Paperless Pay	▪ Requisition approvals ▪ External reporting ▪ External Audit ▪ School Checking Account (EPES) ▪ Safety & Insurance	▪ Monitor daily cash ▪ Wire/transfer cash account balancing ▪ Invest excess funds ▪ Receive & account for all district revenue ▪ School checking Account (set-up) ▪ Deposit of checks/grants received ▪ Replacement IDs	▪ 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**

Updated as of 12.23.25