

FISCAL SERVICES STAFFING RESPONSIBILITY LIST
BY PROCESS
805-498-4557

Susan Tucker-Director Ext. 7510

All Things FISCAL
Budgets
Escape Passwords

Brenda Johnson-Supervisor Ext. 7511

Budget Transfers
Program Balances Budgets-Schools
Budgets-Schools

Noreen Sand-Internal Auditor Ext. 7512

ASB
Auditing
Personal Reimb. Requisition Approvals
Bell Schedules (all changes/Final & Last Week)
Bank Reconciliations

Nancy Hill-Sr. Accountant Ext. 7513

Accts Payable - Computer Vendors
Accts Payable - Funds 2XX & 4XX
Child Nutrition Budget, Financials, Bank Rec
Contract Payments
Fixed Assets
Independent Study
Legal Services
Measure I
Non-Public Schools

Matt Coyle -Payroll Tech Ext. 7521

Payroll-Classified Employee,
Permanent Payroll-Long Classified Timesheets
Payroll-Classified Leave Adjs. (i.e. Vacation, Sick, PE)
Classified Overtime and Comptime

Dinah Metaferia-Payroll Specialist Ext. 7520

Payroll-Certificated Employee
Payroll-Certificated Leave Adjs. (i.e. Vacation, Sick, PE)
Payroll-Long Certificated Timesheets

Jennifer Zerrenner-Payroll Tech Ext. 7522

Payroll-Classified Employee, Non-Permanent
(Sub or Exempt)-Yellow Timesheets
Payroll-Classified Employee, Permanent
(Add'l hours)-White Timesheets
Garnishments

Melissa Stout-Cahalan-Acct Tech II Ext. 7516

Deposits/Transmittals-Checks
Attendance/Enrollment
ASB/PTSA/Boosters Invoices
External ompany Invoices

Chris Charles-Sr. Accountant Ext. 7515

Cal Card Payments
Categoricals/Programs
Child Care Budget, Financials, Bank Rec
Restricted Programs/Grants
Monthly Income Budget Adjustments
Petty Cash Reimbursement

Ryan Kiunke-Acct Tech II Ext. 7517

Accts Payable - Phone vendors
Copy Center Invoicing
Expense Transfers
POs-Vendor Purchase Requisition Adjustments
POs-Vendor Purchase Requisition Approvals
Personal Reimb. Requisition Approvals

Nancy Shelley-Acct Tech I Ext. 7518

Accts Payable - Vendors M-Z
Employee reimbursements

Jason Miller-Acct Tech I Ext. 7514

Accts Payable - Vendors A-L
Accts Payable - Amazon
Accts Payable - Home Depot
Cash Deposits - Schools, NFL & Child Care

Maia Mutuc-Acct Tech I Ext. 7519 (8-1pm)

Accts Payable - Utilities vendors
Accts Payable - Water vendors
Accts Payable - Copier vendors (leases and overages)
Accts Payable - Grocery stores

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Process	Staff	I
Accts Payable - Vendors A-L not listed below by individual vendor	Jason Miller-Acct Tech I	7?
Accts Payable - Vendors M-Z not listed below by individual vendor	Nancy Shelley-Acct Tech I	7?
Accts Payable - Computer vendors	Nancy Hill-Sr. Accountant	7?
Accts Payable - Copier Lease vendors	Maia Mutuc-P/T Acct Tech I	7?
Accts Payable - Grocery Stores (Vons, Albertsons, Ralphs, Smart n Final)	Maia Mutuc-P/T Acct Tech I	7?
Accts Payable - Amazon	Jason Miller-Acct Tech I	7?
Accts Payable - Home Depot	Jason Miller-Acct Tech I	7?
Accts Payable - Phone vendors	Ryan Kiunke-Acct Tech II	7?
Accts Payable - Utilities vendors	Maia Mutuc-P/T Acct Tech I	7?
Accts Payable - Water vendors	Maia Mutuc-P/T Acct Tech I	7?
Adult Education	Nancy Hill-Sr. Accountant	7?
All Things FISCAL	Susan Tucker-Director	7?
ASB	Noreen Sand-Internal Auditor	7?
Accts Recv'bl - ASB/PTSA/Boosters Invoices	Melissa Stout-Cahalan-Acct Tech II	7?
Accts Recv'bl - External ompany Invoices	Melissa Stout-Cahalan-Acct Tech II	7?
Accts Recv'bl - Attendance/Enrollment	Melissa Stout-Cahalan-Acct Tech II	7?
Auditing	Noreen Sand-Internal Auditor	7?
Bell Schedules (all changes/Final & Last Week)	Noreen Sand-Internal Auditor	7?
Budgets and Budget Transfers-Schools	Brenda Johnson-Supervisor	7?
Budgets-District	Susan Tucker-Director	7?
Cal Card Payments	Chris Charles-Sr. Accountant	7?
Child Care	Chris Charles-Sr. Accountant	7?
Child Nutrition	Nancy Hill-Sr. Accountant	7?
Contract Payments	Nancy Hill-Sr. Accountant	7?
Copy Center Invoicing	Ryan Kiunke-Acct Tech II	7?
Deposits-Cash	Jason Miller-P/T Acct Tech I	7?
Accts Recv'bl - Deposits/Transmittals-Checks	Melissa Stout-Cahalan-Acct Tech II	7?
Escape Passwords	Susan Tucker-Director	7?
Expense Transfers	Ryan Kiunke-Acct Tech II	7?
Fixed Assets	Nancy Hill-Sr. Accountant	7?
Independent Study	Nancy Hill-Sr. Accountant	7?
Labor Distribution monthly reports	Brenda Johnson-Supervisor	7?
Legal Services	Nancy Hill-Sr. Accountant	7?
Measure I	Nancy Hill-Sr. Accountant	7?
Non-Public Schools	Nancy Hill-Sr. Accountant	7?
Payroll-Certificated Employee	Dinah Metaferia-Payroll Specialist	7?
Payroll-Certificated Leave Adjustments (i.e. Vacation, Sick, PE)	Dinah Metaferia-Payroll Specialist	7?
Payroll-Long Certificated Timesheets	Dinah Metaferia-Payroll Specialist	7?
Payroll-Classified Employee, Permanent	Matt Coyle -Payroll Tech	7?
Payroll-Classified Leave Adjustments (i.e. Vacation, Sick, PE)	Matt Coyle -Payroll Tech	7?
Payroll-Classified Overtime & Comp Time	Matt Coyle -Payroll Tech	7?
Payroll-Long Classified Timesheets	Matt Coyle -Payroll Tech	7?
Payroll-Classified Employee, Non-Permanent (Sub or Exempt)-Yellow Timesheets	Jennifer Zerrenner-Payroll Tech	7?
Payroll-Classified Employee, Permanent-Addt'l hours--White Timesheets	Jennifer Zerrenner-Payroll Tech	7?
Petty Cash Reimbursement	Chris Charles-Sr. Accountant	7?
Program Balances monthly reports	Brenda Johnson-Supervisor	7?
Purch.Orders-Purchase Requisition Adjustments/Approvals	Ryan Kiunke-Acct Tech II	7?
Restricted Programs/Grants	Chris Charles-Sr. Accountant	7?