

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

Susan Tucker-Director Ext. 7510

All Things FISCAL
Budgets
Escape Passwords

Chris Charles-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/Rosie Hodges-Payroll Tech Ext. 7521

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

Sylvia Mojica-Payroll Specialist Ext. 7520

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

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

Yajin Yan-Sr. Accountant Ext. 7515

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

Jessica Martinez-Acct Tech II Ext. 7516

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

Ryan Kiunke-Acct Tech II Ext. 7517

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

Annsley Rubino-Acct Tech I Ext. 7518

Accts Payable - Vendors M-Z
Employee Reimbursements

Jonathan Alberts-Acct Tech I Ext. 7514

Accts Payable - Vendors A-L
Accts Payable - Amazon
Accts Payable - Home Depot
Cash Deposits - Backup

Maia Mutuc-Acct Tech I Ext. 7519 (8:00-1:00)

Accts Payable - Utilities Vendors
Accts Payable - Water Vendors
Accts Payable - Copiers (leases and overages)
Accts Payable - Grocery Stores
Cash Deposits - Schools, NFL & Child Care

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Process	Staff	Ext
Accts Payable - Amazon	Jonathan Alberts-Acct Tech I	7514
Accts Payable - Computer vendors	Nancy Hill-Sr. Accountant	7513
Accts Payable - Copier Lease vendors	Maia Mutuc-P/T Acct Tech I	7519
Accts Payable - Grocery Stores (Vons, Albertsons, Ralphs, Smart n Final)	Maia Mutuc-P/T Acct Tech I	7519
Accts Payable - Home Depot	Jonathan Alberts-Acct Tech I	7514
Accts Payable - Phone vendors	Ryan Kiunke-Acct Tech II	7517
Accts Payable - Utilities vendors	Maia Mutuc-P/T Acct Tech I	7519
Accts Payable - Vendors A-L not listed below by individual vendor	Jonathan Alberts-Acct Tech I	7519
Accts Payable - Vendors M-Z not listed below by individual vendor	Annsley Rubino-Acct Tech I	7518
Accts Payable - Water vendors	Maia Mutuc-P/T Acct Tech I	7519
Accts Recv'bl - ASB/PTSA/Boosters Invoices	Jessica Martinez-Acct Tech II	7516
Accts Recv'bl - Attendance/Enrollment	Jessica Martinez-Acct Tech II	7516
Accts Recv'bl - Deposits/Transmittals-Checks	Jessica Martinez-Acct Tech II	7516
Accts Recv'bl - External company Invoices	Jessica Martinez-Acct Tech II	7516
Adult Education	Nancy Hill-Sr. Accountant	7513
All Things FISCAL	Susan Tucker-Director	7510
ASB	Noreen Sand-Internal Auditor	7512
Auditing	Noreen Sand-Internal Auditor	7512
Bell Schedules (all changes/Final & Last Week)	Noreen Sand-Internal Auditor	7512
Budgets and Budget Transfers-Schools	Chris Charles-Supervisor	7511
Budgets-District	Susan Tucker-Director	7510
Child Care Budget, Financials, Bank Rec	Yajin Yan-Sr. Accountant	7515
Child Nutrition	Nancy Hill-Sr. Accountant	7513
Contract Payments	Nancy Hill-Sr. Accountant	7513
Copy Center Invoicing	Ryan Kiunke-Acct Tech II	7517
Deposits-Cash	Maia Mutuc-P/T Acct Tech I	7514
Escape Passwords	Susan Tucker-Director	7510
Expense Transfers	Ryan Kiunke-Acct Tech II	7517
Fixed Assets	Nancy Hill-Sr. Accountant	7513
Independent Study	Nancy Hill-Sr. Accountant	7513
Labor Distribution monthly reports	Chris Charles-Supervisor	7511
Legal Services	Nancy Hill-Sr. Accountant	7513
Measure I	Nancy Hill-Sr. Accountant	7513
Monthly Income Budget Adjustments	Yajin Yan-Sr. Accountant	7515
Non-Public Schools	Nancy Hill-Sr. Accountant	7513
Payroll-Certificated Employee	Sylvia Mojica-Payroll Specialist	7520
Payroll-Certificated Leave Adjustments (i.e. Vacation, Sick, PE)	Sylvia Mojica-Payroll Specialist	7520
Payroll-Classified Employee, Non-Permanent (Sub or Exempt)-Yellow Timesheets	Jennifer Zerrenner-Payroll Tech	7522
Payroll-Classified Employee, Permanent	Matt Coyle/Rosie Hodges-Payroll Tech	7521
Payroll-Classified Employee, Permanent-Addt'l hours--White Timesheets	Jennifer Zerrenner-Payroll Tech	7522
Payroll-Classified Leave Adjustments (i.e. Vacation, Sick, PE)	Matt Coyle/Rosie Hodges-Payroll Tech	7521
Payroll-Classified Overtime & Comp Time	Matt Coyle/Rosie Hodges-Payroll Tech	7521
Petty Cash Reimbursement	Yajin Yan-Sr. Accountant	7515
Program Balances monthly reports	Chris Charles-Supervisor	7511
Purch.Orders-Purchase Requisition Adjustments/Approvals	Ryan Kiunke-Acct Tech II	7517
Restricted Programs/Grants	Yajin Yan-Sr. Accountant	7515