

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

**Susan Tucker - Director Ext. 7510**

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All Things FISCAL  
Budgets  
Escape Passwords

**Noreen Sand - Internal Auditor Ext. 7512**

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

**Nancy Hill - Sr. Accountant Ext. 7513**

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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 School

**Renee Schaniel - Payroll Supervisor Ext. 7533**

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

**Rosie Hodges - Payroll Tech Ext. 7521**

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

**Jennifer Zerrenner - Payroll Tech Ext. 7522**

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

**Vacant - Payroll Tech Ext. 7520**

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Payroll - Certificated/Classified Employee

**Chris Charles - Fiscal Supervisor Ext. 7511**

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Budget Transfers  
Program Balances Budgets - Schools  
Budgets - School

**Yajin Yan - Sr. Accountant Ext. 7515**

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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**

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

**Ryan Kiunke - Acct Tech II Ext. 7517**

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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**

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Accts Payable - Vendors M-Z  
Employee Reimbursements

**Jonathan Alberts - Acct Tech I Ext. 7514**

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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)**

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