

Job Responsibility	Primary
Accounting - Cash Receipts including TEA Payments	Brenda Maldonado
Accounting - Entry to Post Credit Card Payment	Natalie De Leon
Accounting - Journal Entries	Brenda Maldonado
Accounting - NSF Check Collections	Brenda Maldonado
Accounting - Reconcile Bank Cash Accts/Outstanding Checks/Archive Statements	Freda Davis
Accounting - Reconcile Due To / From Accounts	Misty Byrd
Accounting - Review Bank Account Analysis	Freda Davis
Accounts Payable - ACH File Transmission	Misty Byrd
Accounts Payable - Amazon	Katie Garcia
Accounts Payable - Audit Check Run	Brenda Maldonado
Accounts Payable - ComData	Natalie De Leon
Accounts Payable - Enter invoices A-M	Katie Garcia
Accounts Payable - Enter invoices N-Z	Natalie De Leon
Accounts Payable - Initiate Payments/Fees of WADA & Debts (Bond, Coupon, Loan)	Freda Davis
Accounts Payable - Reconcile Travel Advances	Katie Garcia
Accounts Payable - Void Accounts Payable Checks	Katie Garcia
Audit - Accounts Payable Accrual	Misty Byrd
Audit - Calculate & Post August Salary Accruals	Margaret Lee
Audit - Campus / Department Cash Handling Procedures	Brenda Maldonado
Audit - Commodities Entry	Margaret Lee
Audit - Coordination	Misty Byrd
Audit - Interest Received from Banks and Investments	Freda Davis
Audit - List of Items Paid With PO After the Fact	Brooke Lakner

Audit - List of Items Paid Without PO	Brooke Lakner
Audit - Prepare Closing Entries for Grant Funds	Misty Byrd
Audit - Campus Audits	Brenda Maldonado
Budget - Amendments	Margaret Lee
Budget - Inquiry (6200-6600)	Margaret Lee
Budget - Pupil Projections	Margaret Lee
Budget - Revenue Estimates	Margaret Lee
Budget - Salary Negotiations	Margaret Lee / Misty Byrd
Budget - Transfers	Margaret Lee
Cash Management - Banking Balances Review	Freda Davis
Cash Management - Banking Collateral Review & Archival	Freda Davis
Cash Management - Banking Inquiries	Freda Davis
Cash Management - Banking Transfers	Brenda Maldonado
Cash Management - Banking Transfers Approval	Misty Byrd
Cash Management - Debt Payments	Freda Davis
Cash Management - Investment Policy & Procedures	Margaret Lee
Cash Management - Investments Collateral Review & Archival	Freda Davis
Cash Management - Maintain / Reconcile Imprest Balance in Payroll / Tax Accounts	Freda Davis
Cash Management - Monthly and Quarterly Investment Reports	Freda Davis
Cash Management - Positive Pay	Freda Davis
Cash Management - Positive Pay Voids or Stop Payments	Freda Davis
Cash Management - Reconcile Investment Accounts	Freda Davis
Cash Management - Research Checks Outstanding > 6 months	Brenda Maldonado
Cash Management - Vault	Misty Byrd

EOM - Financial Reporting	Margaret Lee
EOM - Reconcile Activity Accounts	Brenda Maldonado
EOM - Reconcile Bank Accounts	Freda Davis
Fixed Assets - Inquiry	Freda Davis
Fixed Assets - Inventory	Freda Davis
Fixed Assets - Tracking / Tags	Freda Davis
Govt Reporting - Audit Upload to TEA	Margaret Lee
Govt Reporting - Federal Audit Clearing House	Margaret Lee
Govt Reporting - FIRST Report	Margaret Lee
Govt Reporting - IRS Form 1099	Brooke Lakner
Govt Reporting - IRS Form 941	April Valdez
Govt Reporting - IRS Form W-2	April Valdez
Govt Reporting - New Hire Reporting	Human Resources
Govt Reporting - Sales & Use Tax	Brenda Maldonado
Grants - Head Start Quarterly Reports to PMS (SF425)	Misty Byrd
Grants - Reimbursement Requests (Monthly)	Brenda Maldonado
Grants - SEP Grant Reporting and Reconciliation	Freda Davis
Legal - Contracts	Margaret Lee
Payroll - ACH File Transmission	Misty Byrd
Payroll - Audit Payroll Check Run	Misty Byrd
Payroll - Coding Corrections	Margaret Lee / Misty Byrd
Payroll - Contract Payroll	Carla Selvera
Payroll - Deductions	Human Resources
Payroll - Hourly Payroll	April Valdez

PEIMS - Submission 1 030 Record (Budget)	Margaret Lee
PEIMS - Submission 1 040 Record (Staff ID)	Human Resources
PEIMS - Submission 1 043 Record (Staff Demographics)	Human Resources
PEIMS - Submission 1 043 Record (Staff Service)	Human Resources
PEIMS - Submission 1 060 Record (Staff Payroll)	Human Resources
PEIMS - Submission 2 032 Record (Audited Actuals)	Margaret Lee
PEIMS - Unique ID	Human Resources
Personnel - Auxiliary Service Records	Human Resources
Personnel - Benefits	Human Resources
Personnel - Exit Paperwork for Employees Leaving the District	Human Resources
Personnel - Inquiries About Comp Time	Human Resources
Personnel - Inquiries About Leave	Human Resources
Personnel - Payroll Questions	Carla Selvera / April Valdez
Personnel - Prepare Contract Calendars	Human Resources
Personnel - Prepare Skyward Work Calendars (Salary Negotiations)	April Valdez
Personnel - Professional & Paraprofessional Service Records	Human Resources
Personnel - Salary Inquiry	Human Resources
Personnel - Salary Schedules	Human Resources
Personnel - TIF Approval - Coding, Budget	Margaret Lee
Personnel - TIF Approval - Person, Salary, Position Control	Human Resources
Personnel - TRS Reporting	April Valdez
Personnel - Verification of Employment	Human Resources
Procedures Manual - Accounts Payable	Katie Garcia / Natalie DeLeon
Procedures Manual - Bookkeeper / Accounting	Brenda Maldonado

Procedures Manual - Budgeting	Margaret Lee
Procedures Manual - Director of Finance	Misty Byrd
Procedures Manual - Federal Grants	Misty Byrd
Procedures Manual - Payroll	April Valdez
Procedures Manual - Purchasing	Brooke Lakner
Purchasing - Approve Purchase Orders - Available Budget	Margaret Lee
Purchasing - Approve Purchase Orders - Coding	Misty Byrd
Purchasing - Approve Purchase Orders - Vendor	Brooke Lakner
Purchasing - Bids	Brooke Lakner
Purchasing - Credit Card Check Out & Return	Brooke Lakner
Purchasing - Maintian Approved Vendors / Contracts in Skyward	Brooke Lakner
Purchasing - New Vendor Setup	Brooke Lakner
Purchasing - Research Pos > 60 Days Outstanding	Misty / Campus / Department Secretaries
Purchasing - Travel Reimbursements	Misty Byrd
Purchasing - Vendor Merge (Duplicate Vendors)	Brooke Lakner
Purchasing - ComData Credit	Brooke Lakner
Reporting - Monthly Financial Reports	Margaret Lee
Required Disclosures - Audit Internet Posting	Margaret Lee
Required Disclosures - Audit Newspaper Posting	Margaret Lee
Required Disclosures - Budget Internet Posting	Margaret Lee
Required Disclosures - FIRST Newspaper Posting	Margaret Lee
RevTrac - Create and Code Items for Webstore	Brenda Maldonado
RevTrac - Create Webstores	Brenda Maldonado
RevTrac - Troubleshooting and Inquiry	Brenda Maldonado

Risk Management - Vehicle Insurance Claims	Freda Davis
Risk Management - Property Insurance Claims	Freda Davis
Risk Management - Workers Comp Claims	Human Resources
Scholarships - Prepare Scholarship Disbursements	Brenda Maldonado
Skyward Help - Account Balances (Activity)	Brenda Maldonado
Skyward Help - Account Balances (Expenditures)	Margaret Lee
Skyward Help - Budget Entry	Margaret Lee
Skyward Help - Employee Access	April Valdez
Skyward Help - Requisition Entry	Brooke Lakner
Skyward Help - Security Set Up	Margaret Lee
Skyward Help - True Time Setup	April Valdez
Student Activity - Club Formation	Brenda Maldonado
Student Activity - Inquiries	Brenda Maldonado
Student Activity - Reconciliation	Brenda Maldonado
Training - Account Coding	Misty Byrd
Training - Acivity Account Management	Brenda Maldonado
Training - Cash Management	Brenda Maldonado
Training - Employee Access	April Valdez
Training - Fixed Assets Inventory	Freda Davis
Training - Requisition Entry	Brooke Lakner
Training - State & Federal Grants	Misty Byrd
Training - Travel Guidelines	Misty Byrd
Training - 1:1 Training / Campus Liason	Brenda Maldonado
Website - Business Office	Margaret Lee / Misty Byrd / Brooke Lakner

Website - Purchasing

Brooke Lakner