

Finance Contact List and Duties

Administration			General Ledger
<p>Manee Davis (434) 515-5002 davisms@lcsedu.net</p> <p>Interim Chief Financial Officer</p> <hr/> <p>Sole Source Approver</p> <hr/> <p>Student Accident Claims and Insurance Claims</p> <hr/> <p>Develop, approve, and monitor all budgets</p> <hr/> <p>Banking Liason</p>	<p>Angel Randolph (434) 515-5006 randolphae@lcsedu.net</p> <p>Supervise Payroll Operations</p> <hr/> <p>Time Clock Plus Administration</p> <hr/> <p>IRS, State, & Local Compliance</p> <hr/> <p>Research Employee Concerns</p> <hr/> <p>Prepare and Process W2</p>	<p>Barbara Rypkema (434) 515-5431 rypkemaba@lcsedu.net</p> <p>Supervise General Ledger Operations</p> <hr/> <p>Bookkeeper and Student Account Administrator</p> <hr/> <p>My School Bucks Administrator</p> <hr/> <p>Processes contracts for approval</p> <hr/> <p>Review/Approvel</p> <hr/> <p>RPO/AJE</p>	<p>Dorisia Belford (434) 515-5007 belforddd@lcsedu.net</p> <p>General Ledger Account and Internal Review</p> <hr/> <p>Certificate of Record Destruction</p> <hr/> <p>Employee Reimbursements</p> <hr/> <p>Purchasing Card Administrator</p> <hr/> <p>Vendor Administrator</p>
Payroll and Benefits			Printing
<p>Darlene Jackson (434) 515-5014 jacksondd@lcsedu.net</p> <p>Maintains payroll information for ALL Bus drivers & aides/ custodians/ maint./ school nutrition</p> <hr/> <p>Enter all Banking and Withholding information</p> <hr/> <p>Background/lost badge fees</p> <hr/> <p>LEA/UW deductions</p> <hr/> <p>Maintain Employee Files</p> <hr/> <p>COBRA/Legal Sheild</p>	<p>Krista King (434) 515-5008 kingkc@lcsedu.net</p> <p>Maintains payroll information for ALL Clerical Staff/ Nurses/ Coaches</p> <hr/> <p>Enter all Banking and Withholding information</p> <hr/> <p>Issue pay stub and W2 copies request</p> <hr/> <p>Maintain Employee Files</p> <hr/> <p>Workmen's Comp</p> <hr/> <p>Disability/FMLA/etc.</p>	<p>Tabatha Carter (434) 515-5089 cartertn@lcsedu.net</p> <p>Maintains payroll information for Admin/ Teachers/ Librarians/ Subs</p> <hr/> <p>Enter all Banking and Withholding information</p> <hr/> <p>Issue pay stub and W2 copies request</p> <hr/> <p>Voluntary Benefits</p> <hr/> <p>Maintain Employee Files</p> <hr/> <p>ACA Reporting</p>	<p>Tom Tyree (434) 515-5045 tyreetm@lcsedu.net</p> <p>Xerox equipment/leases</p> <hr/> <p>Duplication Requests</p> <hr/> <p>Form Requests</p>
Financial Analyst			Financial Secretary
<p>Lynn Smith (434) 515-5011 smithlm@lcsedu.net</p> <p>Grants</p> <hr/> <p>Non-Resident Tuition</p> <hr/> <p>Process Transportation Payments</p> <hr/> <p>P-card Review</p> <hr/> <p>Fixed Assets-Titles, etc</p>	<p>Joyce Sawyer (434) 515-5013 sawyerjg@lcsedu.net</p> <p>Grants</p> <hr/> <p>Medicaid Cost Report</p> <hr/> <p>Accounts Receivable</p> <hr/> <p>P-card Review</p> <hr/> <p>CIP's</p>	<p>Vickie Knoll (434) 515-5009 knollvm@lcsedu.net</p> <p>Process POs/invoices</p> <hr/> <p>Certificate of Insurance</p> <hr/> <p>Process 1099's</p> <hr/> <p>P-card Review</p> <hr/> <p>Print AP Checks</p>	<p>Kathie Sprinkle (434) 515-5001 sprinklemk@lcsedu.net</p> <p>Receipt Payments</p> <hr/> <p>Tax Exemption (ST12)</p> <hr/> <p>LCS W-9 Requests</p> <hr/> <p>Place/receive orders as needed</p> <hr/> <p>Maintain P-Card files</p>