

**FINANCE CONTACT LIST & DUTIES**

*As of 10/2024*

| FINANCE CONTACT LIST & DUTIES                              |   |   |   |  |
|--|---|---|---|--|
|  |   | <i>As of 10/2024</i>  |   |  |
| <b>Sonia Jammes</b>  | <b>Barbara Rypkema</b>  | <b>Rob Wooters</b>  | <b>Christy Compton</b>  | <b>Lynn Smith</b>  |
| (434) 515-5004   | (434) 515-5431  | (434) 515-5006  | (434) 515-5056  | (434) 515-5011   |
| <a href="mailto:jammesm@lcsedu.net">jammesm@lcsedu.net</a> | <a href="mailto:rypkemaba@lcsedu.net">rypkemaba@lcsedu.net</a>        | <a href="mailto:wootersrt@lcsedu.net">wootersrt@lcsedu.net</a>                                  | <a href="mailto:comptoncj@lcsedu.net">comptoncj@lcsedu.net</a>      | <a href="mailto:smithlm@lcsedu.net">smithlm@lcsedu.net</a> |
| <b>Chief Financial Officer</b>                             | <b>Assistant Finance Director</b>                                     | <b>Payroll &amp; Benefits Supervisor</b>  | <b>Grants Supervisor</b>  | <b>Financial Management Specialist</b>                     |
| Develop, approve, and monitor all budgets                  | Bookkeeper/SAF/MSB Account Administrator                              | Time Clock Plus Administration  | Submits applications and amendments                                 | Develop, approve, and monitor all budgets                  |
| Sole Source Approver                                       | Certificate of Record Destruction Administrator                       | IRS, State, & Local Compliance  | Supervises plans and timelines                                      | Deposit Review/<br>Banking/Cash/Wires/                     |
| Insurance  | Pcard/JP Morgan Administrator   | Research Employee Concerns  | Ensures final cost reporting  | Contract Processing  |
| Reporting  | Review/Approve RPO/AJE  | Prepare and Process W2  | Oversees monitoring   | General Ledger Account and Internal Review                 |
|  |   |   |   |  |
|  | <b>Financial Analyst</b>  |   |   |  |
|  | <b>Vickie Knoll</b>   | <b>Thomas Long</b>  | <b>OPEN</b>   |  |
|  | (434) 515-5009  | (434) 515-5002  | (434) 515-5013  |  |
|  | <a href="mailto:knollvm@lcsedu.net">knollvm@lcsedu.net</a>            | <a href="mailto:longtl@lcsedu.net">longtl@lcsedu.net</a>  |   |  |
|  | Process POs/invoices  | Grants  | Grants  |  |
|  | Process 1099's  | Deposits  | Employee Reimbursements   |  |
|  | Print AP Checks   | Pcard Review  | Deposits  |  |
|  | Pcard Review  | Vendor Set-up   | Pcard Review  |  |
|  | COI Updates   |   |   |  |
|  | Tax Exemptions (ST12) Requests  |   |   |  |
|  | LCS W-9 Requests  |   |   |  |
|  |   |   |   |  |
|  | <b>Payroll and Benefits</b>   |   |   |  |
|  | <b>Lozarius Little</b>  | <b>Darlene Jackson</b>  | <b>Tabatha Carter</b>   |  |
|  | (434) 515-5003  | (434) 515-5014  | (434) 515-5007  |  |
|  | <a href="mailto:littlela@lcsedu.net">littlela@lcsedu.net</a>          | <a href="mailto:jacksondd@lcsedu.net">jacksondd@lcsedu.net</a>                                  | <a href="mailto:cartertn@lcsedu.net">cartertn@lcsedu.net</a>        |  |
|  | Maintains payroll information for ALL Clerical Staff/ Nurses/ Coaches | Maintains payroll information for ALL Bus drivers & aides/ custodians/ maint./ school nutrition | Maintains payroll information for Admin/ Teachers/ Librarians/ Subs |  |
|  | VRS Administrator   | COBRA Coordinator   | New hire orientation for benefits                                   |  |
|  | Voluntary Benefits Administrator                                      | Background/lost badge fees  | Medical Benefits Administrator                                      |  |
|  | Maintain Employee Files   | Maintain Employee Files   | Wellness Coordinator  |  |