

FINANCE CONTACT LIST & DUTIES

As of 09/2022

Administration				Budget Analyst
Karen Capozzi (434) 515-5004 capozzikl@lcsedu.net Chief Financial Officer	Barbara Rypkema (434) 515-5431 rypkemaba@lcsedu.net Assistant Finance Director	Angel Randolph (434) 515-5006 randolphae@lcsedu.net Payroll & Benefits Supervisor	Christy Compton (434) 515-5056 comptoncj@lcsedu.net Grants Supervisor	Manee Davis (434) 515-5002 davisms@lcsedu.net Position Control
Develop, approve, and monitor all budgets	Bookkeeper and Student Account Administrator My School Bucks Administrator	Time Clock Plus Administration	Submits applications and amendments Supervises plans and timelines	Contract Management
Sole Source Approver	Pcard Administrator Review/Approve RPO/AJE	IRS, State, & Local Compliance	Ensures final cost reporting Oversees monitoring	Lease files
Insurance Reporting		Research Employee Concerns Prepare and Process W2		Reporting Pcard Review
General Ledger	Financial Analyst			Financial Secretary
Dorisia Belford (434) 515-5007 belforddd@lcsedu.net General Ledger Account and Internal Review Certificate of Record Destruction City Liason Pcard Review	Vickie Knoll (434) 515-5009 knollvm@lcsedu.net Process POs/invoices Process 1099's Print AP Checks Pcard Review	Lynn Smith (434) 515-5011 smithlm@lcsedu.net Grants Non-Resident Tuition Deposits Pcard Review	Frida Mitchell (434) 515-5013 mitchellfm@lcsedu.net Grants Employee Reimbursements Deposits Pcard Review	Kathie Sprinkle (434) 515-5001 sprinklemk@lcsedu.net COI Updates Tax Exemption (ST12) LCS W-9 Requests Vendor Setup
Payroll and Benefits				Printing
Krista King (434) 515-5008 kingkc@lcsedu.net Maintains payroll information for ALL Clerical Staff/ Nurses/ Coaches VRS Administrator Voluntary Benefits Administrator Maintain Employee Files	Darlene Jackson (434) 515-5014 jacksondd@lcsedu.net Maintains payroll information for ALL Bus drivers & aides/ custodians/ maint./ school nutrition COBRA Coordinator Background/lost badge fees Maintain Employee Files	Tabatha Carter (434) 515-5089 cartertn@lcsedu.net Maintains payroll information for Admin/ Teachers/ Librarians/ Subs New hire orientation for benefits Medical Benefits Administrator Wellness Coordinator	Lozarius Little (434) 515-5003 littlela@lcsedu.net Maintains payroll information for Admin/ Teachers/ Librarians/ Subs Enter all Banking and Withholding information Issue pay stub and W2 copies request Maintain Employee Files	Tom Tyree (434) 515-5045 tyreetm@lcsedu.net Xerox equipment/leases Duplication Requests Form Requests