

FSD Accounting Department Responsibilities 2011/2012

- Accounts Payable:** Aleda Sato, ext. 430, aleda_sato@fsd.k12.ca.us
Routine District invoices and contracts
- Accounts Receivable:** Saira Hernandez, ext. 417, saira_hernandez@fsd.k12.ca.us
- Laptop billings
 - District invoices
 - Intradistrict journal entries (M&O work orders, Transportation,
 - Nutrition Services)
- Eun Choung, ext. 060, eun_choung@fsd.k12.ca.us
- District invoices (COBRA & Retirees)
 - Intradistrict journal entries (Copy Center)
 - ASB/PTA cost center 103 reimbursement
- ASB:** Cyndi Barrett, ext 421, cynthia_barrett@fsd.k12.ca.us
- Receive & deposit funds from schools
 - Process payments
 - Distribute monthly activity reports
- Attendance:** Maria Hill, ext 419, maria_hill@fsd.k12.ca.us
- Receive and verify monthly attendance reports
 - Provide attendance training
- Saturday School Opportunity Attendance Recovery (SSOAR):**
Saira Hernandez, ext. 417, saira_hernandez@fsd.k12.ca.us
- Receive SSOAR sign-in sheets and attendance logs
- Bi-Tech maintenance:** Carrie-Anne Rumpak, ext 416, carrieanne_rumpak@fsd.k12.ca.us
- Bi-Tech and web inquiry access & troubleshooting
- Budget number linking (setting up) new objects:**
(Main contact) Maria Hill, ext 419, maria_hill@fsd.k12.ca.us
(Secondary contact) Cyndi Barrett, ext 421, cynthia_barrett@fsd.k12.ca.us
- Budget report distribution:**
Carrie-Anne Rumpak, ext 416, carrieanne_rumpak@fsd.k12.ca.us
- Distribute on a monthly basis to all Managers and Principals
- District deposits:** Cyndi Barrett, ext 421, cynthia_barrett@fsd.k12.ca.us
- Receive & deposit funds from schools and departments
- Petty cash:** Cyndi Barrett, ext 421, cynthia_barrett@fsd.k12.ca.us
- Process petty cash reimbursements
Maximum allowable check amount: \$50.00
- Posting budget and expenditure transfers:**
(Main contact) Eun Choung, ext. 060, eun_choung@fsd.k12.ca.us
(Secondary contact) Maria Hill, ext 419, maria_hill@fsd.k12.ca.us
- Revolving cash:** Cyndi Barrett, ext 421, cynthia_barrett@fsd.k12.ca.us
- Process payments
 - Process petty cash reimbursements