

ACCOUNTING HELP LIST

GENERAL ACCOUNTING ROOM 500A-505A, ESC

Janet Jamison	746-6167	Director of Accounting
Colleen Oliphant	746-6116	Accounting Services Specialist
Accounting FAX	746-6244	

<u>NAME</u>	<u>EXT</u>	<u>JOB RESPONSIBILITY</u>
Akemi Barthel	66103	Authorization of purchasing invoices, Request for warrants to accompany Security/Sports officials
Chuck Brandenburg	66875	Set up new account codes; Report research; Data Warehouse reporting
Aaron Dipboye	66258	Title one, Fixed assets, Inventory scans, Reconciliations
Claudia Lipich	66270	Check distribution, New vendor set-up, Employee mileage, File access
Fran Heirich	66268	Contracts, Leases, Textbooks, Cell phone, Security guards
Michele Slocum	66887	Set up new account codes, Transportation, Printing Inter-company invoices, Site financial statements
Mike LaRue	66236	Physical inventory scans, Reconciliations, Surplus equipment, Odometer readings
Steve McQuillen	66356	Fixed Asset Supervisor
Randi Foster	66451	Travel
Stan Brown	66206	Financial reporting, Bond accounting, Transportation, Child nutrition catering invoices
Open	-----	Accounts Payable Lead, Contract invoicing