

FINANCE CONTACT LIST & DUTIES

As of 02/2024

Sonia Jammes (434) 515-5004 jammesm@lcsedu.net Chief Financial Officer	Barbara Rypkema (434) 515-5431 rypkemaba@lcsedu.net Assistant Finance Director	Robert Wooters (434) 515-5006 wootersrt@lcsedu.net Payroll & Benefits Supervisor	Christy Compton (434) 515-5056 comptoncj@lcsedu.net Grants Supervisor	Lynn Smith (434) 515-5011 smithlm@lcsedu.net Financial Management Specialist
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/ Banking/Cash/Wires/ General Ledger Account and Internal Review
Insurance Reporting	Pcard/JP Morgan Administrator	Research Employee Concerns	Ensures Final Cost Reporting	
	Review/Approve RPO/AJE	Prepare and Process W2 VRS Administrator	Oversees monitoring	Reporting

Financial Analyst		Grant Specialist		Financial Secretary
Vickie Knoll (434) 515-5009 knollvm@lcsedu.net	Thomas Long (434) 515-5002 longtl@lcsedu.net	Frida Mitchell (434) 515-5013 mitchellfm@lcsedu.net	Tabatha Carter (434) 515-5007 cartertn@lcsedu.net	Kathie Sprinkle (434) 515-5001 sprinklemk@lcsedu.net
Process POs/invoices	Grants	Grants	Supports Grant Plans	COI Updates
Process 1099's	Non-Resident Tuition	Employee Reimbursements	Private School Liason	Tax Exemption (ST12)
Print AP Checks	Deposits	Deposits	Processes Amendments	LCS W-9 Requests
Pcard Review	Pcard Review	Pcard Review		Vendor Setup

Payroll and Benefits

Lozarius Little (434) 515-5003 littlela@lcsedu.net	Darlene Jackson (434) 515-5014 jacksondd@lcsedu.net	Dominique Thompson (434) 515-5089 thompsondh1@lcsedu.net
Maintains Payroll Information for Admin, Clerical Staff, Nurses, Coaches, Substitutes	Maintains Payroll Information for Bus Drivers & Aides, Custodians, Instr. Assistants, Maintenance, School Nutrition	Maintains Payroll Information for Teachers & Librarians
Issue Pay Stub and W2 Copies Request	COBRA Coordinator	New Hire Orientation for Benefits
Voluntary Benefits Admin	Background/Lost Badge Fees	Medical Benefits Administrator
Wellness Coordinator		

Enter All Banking/Withholding Information and Maintain Employee Files