

**FINANCE CONTACT LIST & DUTIES**

*As of 11/2024*

FINANCE CONTACT LIST & DUTIES				
		<i>As of 11/2024</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/ 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>Andrew Carroll</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>	<a href="mailto:carrollar@lcsedu.net">carrollar@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	