

Finance Contact List and Duties

Administration		Accounts Payable	
Kim Lukanich (434) 515-5010 lukanichkd@lcsedu.net	Angel Randolph (434) 515-5006 randolphae@lcsedu.net	Vickie Knoll (434) 515-5009 knollvm@lcsedu.net	
Chief Financial Officer	Time Clock Plus Administration	Print Purchase Orders	
Contracts and Sole Source	IRS, State, & Local Compliance	Certificate of Insurance	
Student Accident Claims and Insurance Claims	Supervise Payroll Operations	Accounts Payable-LCS & School Nutrition	
Certificate of Record Destruction	Research Employee Concerns	1099s	
General Ledger Account and Internal Review	Prepare and Process W2		

Payroll and Benefits		
Darlene Jackson (434) 515-5014 jacksondd@lcsedu.net	Krista King (434) 515-5008 kingkc@lcsedu.net	Lakrisha Young (434) 515-5089 younglm@lcsedu.net
Prepare VEC requests	Employee Benefits	Employee Benefits
Activate Employee Badges into Time Clock	Workmen's Comp	Enter all Banking and Withholding information
Enter all Banking and Withholding information	Enter all Banking and Withholding information	Issue pay stub and W2 copies request
Issue pay stub and W2 copies request	Issue pay stub and W2 copies request	
Process Garnishments	Maintain Employee Files	Maintain Employee Files
Process all Misc. Payroll, Substitute, and School Nutrition Payroll	Process all Misc. Payroll, Substitute, and T-Sub Payroll	Process all Misc. Payroll, Substitute, and T-Sub Payroll
Maintain Employee Files		

Grants	Student Accounts	Front Office Secretary
Lynn Smith (434) 515-5011 smithlm@lcsedu.net	Manée Davis (434) 515-5002 davisms@lcsedu.net	Kathie Sprinkle (434) 515-5001 sprinklemk@lcsedu.net
Grants	Removal of Assets	Deposits
Non-Resident School Tuition	Vendor Administrator	Tax Exemption (ST12)
Process Transportation Payments	My School Bucks and Purchasing Card Administrator	P-Card Review
P-card Review	Employee Reimbursements	LCS W-9 Requests
Fixed Assets-Titles, etc	Bookkeeper Administrator	

Printing
Tom Tyree (434) 515-5045 tyreetm@lcsedu.net
Xerox
Duplication Requests
Form Requests