

## Finance Contact List and Duties

| Administration  |  |  | Accounts Payable   |
|---|--|--|--|
| <b>Anthony Beckles</b><br><b>(434) 515-5002</b><br><a href="mailto:becklesae@lcsedu.net">becklesae@lcsedu.net</a> | <b>Kim Lukanich</b><br><b>(434) 515-5004</b><br><a href="mailto:lukanichkd@lcsedu.net">lukanichkd@lcsedu.net</a> | <b>Angel Randolph</b><br><b>(434) 515-5006</b><br><a href="mailto:randolphae@lcsedu.net">randolphae@lcsedu.net</a> | <b>Vickie Knoll</b><br><b>(434) 515-5009</b><br><a href="mailto:knollvm@lcsedu.net">knollvm@lcsedu.net</a> |
| Chief Financial Officer   | Internal Review  | Time Clock Plus Administration   | Print Purchase Orders  |
| Contracts   | Student Accident Claims  | IRS, State, & Local Compliance   | Certificate of Insurance   |
| Sole Source   | Certificate of Record Destruction  | Supervise Payroll Operations   | Accounts Payable-LCS & School Nutrition  |
| Budget  | General Ledger Account   | Research Employee Concerns   | 1099s  |
|   | Insurance Claims   | Prepare and Process W2   |  |

| Payroll and Benefits  |  |   |  |
|---|--|---|--|
| <b>Darlene Jackson</b><br><b>(434) 515-5014</b><br><a href="mailto:jacksondd@lcsedu.net">jacksondd@lcsedu.net</a> | <b>Holly Haddox</b><br><b>(434) 515-5007</b><br><a href="mailto:haddoxha@lcsedu.net">haddoxha@lcsedu.net</a> | <b>Krista King</b><br><b>(434) 515-5008</b><br><a href="mailto:kingkc@lcsedu.net">kingkc@lcsedu.net</a> | <b>Lakrisha Young</b><br><b>(434) 515-5089</b><br><a href="mailto:younglm@lcsedu.net">younglm@lcsedu.net</a> |
| Prepare VEC requests  | Prepare VEC requests   | Employee Benefits   | Employee Benefits  |
| Activate Employee Badges  | Activate Employee Badges into Time Clock Plus  | Workmen's Comp  |  |
| Enter all Banking and Withholding information   | Enter all Banking and Withholding information  | Employee Reimbursements   |  |
| Issue pay stub and W2 copies request  | Issues pay stubs and W2 copies request   |   |  |
| Process Garnishments  | Maintain Employee Files  |   |  |
| Process all Misc. Payroll, Substitute, and School Nutrition Payroll   | Process all Misc. Payroll, Substitute, and T-Sub Payroll   |   |  |
| Maintain Employee Files   |  |   |  |

| Grants   | Bookkeeping  | Front Office Secretary  |
|--|--|---|
| <b>Lynn Smith</b><br><b>(434) 515-5011</b><br><a href="mailto:smithlm@lcsedu.net">smithlm@lcsedu.net</a> | <b>Joyce Sawyer</b><br><b>(434) 515-5013</b><br><a href="mailto:sawyerjg@lcsedu.net">sawyerjg@lcsedu.net</a> | <b>Manée Davis</b><br><b>(434) 515-5002</b><br><a href="mailto:davisms@lcsedu.net">davisms@lcsedu.net</a> |
| Grants   | Grants   | Removal of Assets   |
| Non-Resident School Tuition  | Medicaid Cost Report   | New Vendor  |
| Process Transportation Payments  | P-Card Review  | My School Bucks   |
| P-card Review  | Accounts Receivable  | Purchasing Card Administrator   |
| Fixed Assets-Titles, etc   | CIP's  | Bookkeeper Administrator  |
|  |  | Deposits  |
|  |  | Tax Exemption (ST12)  |
|  |  | P-Card Review   |
|  |  | LCS W-9 Requests  |

| Printing  |
|---|
| <b>Tom Tyree</b><br><b>(434) 515-5045</b><br><a href="mailto:tyreetm@lcsedu.net">tyreetm@lcsedu.net</a> |
| Xerox   |
| Duplication Requests  |
| Form Requests   |