

ACCOUNTING ASSIGNMENTS

Lisa Jehlicka Ext. 6524	Wanda Scott Ext. 6515	Lisa Villafana Ext. 6519
<ul style="list-style-type: none"> Oversees all Fiscal Aspects <p>661-789-6524 LSJehlicka@palmdalesd.org Fiscal Services Administrator</p>	<ul style="list-style-type: none"> Oversees all Accounting Division Aspects <ul style="list-style-type: none"> (Payables, Receivables, Purchasing) Fixed/Capital Assets User Provisioning for Software Programs ASB Taxes Long Term Debt Bank Deposits <p>661-789-6515 wscott@palmdalesd.org Assistant Director of Business Services</p>	<ul style="list-style-type: none"> Warrants <ul style="list-style-type: none"> Reconciliation/Distribution Stale Warrants (monthly report) Credit Card (Check-In/Out) Cash Collections Jet Mail and AP Mail Distribution Record Keeping Vendor Maintenance <ul style="list-style-type: none"> Creations, Modifications <p>➤ 1099 Support ➤ Payroll Distribution (as needed) ➤ Reception Coverage (as needed)</p> <p><i>*Backup: All AP staff alternate</i></p> <p>661-789-6519 lmvillafana@palmdalesd.org Administrative Clerk II</p>
CONTRACTS (Open) Ext. 6517	Ann Modlin (Temp. Adriana Martinez) Ext. 6520	Sondra Gist Ext. 6609
<ul style="list-style-type: none"> Contracts Desk (including XREQs) Payables <ul style="list-style-type: none"> Conferences (EC) Copiers <ul style="list-style-type: none"> Maintenance, Lease Agreements, Supplies WEX Amazon Storer <p>➤ XREQ <ul style="list-style-type: none"> Utilities and Insurance (Backup) </p> <p><i>*Backup: Adriana Ann (XREQs)</i></p> <p>661-789-6517 contracts@palmdalesd.org kcortez@palmdalesd.org Accounting Clerk II</p>	<ul style="list-style-type: none"> Purchase Order <ul style="list-style-type: none"> Creation/Printing/Distribution/Modification/ Cancellation County Transfer Professional Development Reimbursements (Leadership) Tuition Reimbursements (Classified) Outdoor Science Reimbursements Warehouse Support Board Report Deceased Warrants <p>➤ XREQ <ul style="list-style-type: none"> Training for Departments and Sites (as needed) </p> <p>➤ XREQ <ul style="list-style-type: none"> Creation for WHSE, District Insurances, Utilities, Sites (when applicable) </p> <p><i>*Backup: Adriana</i></p> <p>661-789-6520 aemodlin@palmdalesd.org Accounting Clerk II</p>	<ul style="list-style-type: none"> Payables <ul style="list-style-type: none"> Utilities Mission Linen Home Depot credit Lowes credit Southwest School & Office Supply Maintenance & Operations Department <ul style="list-style-type: none"> Payables including Home Depot Pro <p>➤ XREQ (Backup) ➤ AR Billing (RE) (Backup)</p> <p><i>*Backup: Evelyn</i></p> <p>661-789-6609 acctpayable@palmdalesd.org sgist@palmdalesd.org Accounting Clerk II</p>
Evelyn Corte Ext. 6606	Adriana Martinez (Temp Extension) Ext. 6520	Cesar Castellanos Ext. 6508
<ul style="list-style-type: none"> AR Billing (RE) Chargebacks Payables <ul style="list-style-type: none"> Vendors G - Z (Non-Contract) swap District Credit Cards (except HD Pro/Lowe's) Asset Disposal <p>➤ ASB Support (Backup)</p> <p><i>*Backup: Cesar</i></p> <p>661-789-6517 contracts@palmdalesd.org kcortez@palmdalesd.org Accounting Clerk II</p>	<ul style="list-style-type: none"> Mileage (EC) Payables (EC) <ul style="list-style-type: none"> Benefits, WC Other Insurances & Misc ASB (Support and Training) Cash Collection Receipting (CR) (EC/SG) Bank Deposit Prep (EC/SG) Bank Reconciliations (BofA, School's First, US Bank) <p>➤ PO Creation (Backup) ➤ XREQ (Backup) Utilities</p> <p><i>*Backup: Sondra</i></p> <p>661-789-6509 acctpayable@palmdalesd.org amartinezcastro@palmdalesd.org Accounting Clerk II</p>	<ul style="list-style-type: none"> Conference Desk (Including GAE Creation) Field Trips Payables <ul style="list-style-type: none"> Vendors A - F (Non-Contract) Contracts LTD - XREQs/Payment Prep US Bank (Cal-Card) - XREQs <p>➤ Asset Tracking (Support)</p> <p>?? XREQ Training ?? XREQ Creation/Assistance</p> <p><i>*Backup: Karina</i></p> <p>661-789-6609 acctpayable@palmdalesd.org sgist@palmdalesd.org Accounting Clerk II</p>