

**YOSEMITE Unified School District
BUSINESS SERVICES
Organizational Chart**

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COMMUNITY

Board of Trustees

Superintendent

CHIEF BUSINESS OFFICER: Srinivasan

BUDGET CONTROL

Cathy Burns

- Annual Prep
- Data Input Adoption
- Maintenance / JE / Transfer
- Verify / Approve PO's / Transfers
- Budget Reports
- A/P and A/R
- Bank Reconciliation
- Categoricals
- ROP's
- Credit Cards

PAYROLL

Marcia Ellis

- Budget Prep
- Payroll Regular
- Emergency Professional (Work Units)
- Invoicing (University)
- Medical Insurance Prep
- Flex Spending (125)
- Employee Vol. Deds.
- Budget Interfacing
- Leave Slips

HUMAN RESOURCES

Jeanne Holcroft

- Recruit / Hire
- Advertising
- Interview Process
- Selection Process
- Testing: JA / PE
- Live Scan / B
- References
- Employment Verification
- Inservice
- Monitoring
- Credentials
- Assignment
- Vacation / Sick Reports
- Workers' Comp.
- H & W Enroll
- Job Descriptions
- Personnel File
- NCLB Compliance
- Contracts
- Seniority List

A / P

Jan Marsh

- PO Process
- Bills
- Prelist
- Checks Distribution
- W-9 / W-4
- Vendor List
- Invoice
- Credit App.

DEVELOPER FEES

- Collection
- Deposit
- Transfer
- Reporting

ATTENDANCE

- CBEDS
- P1 - P2 Reporting
- Annual
- Summer / Adult School
- Instructional Minutes
- Inter-District (Joanne)
- Board Reports

ATTENDANCE

Karen Carrick

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INVENTORY

Diane Sefton (P/T)

- Asset Management
- GASB Reconciliation
- Special Projects