



Chief Financial Officer

Accounting	District Insurance
Accounts Payable	Tax Filings
District Budget	Bond Payments
Payroll	District Contracts
Teacher Retirement Reporting	Conflict of Interest Forms
District Inventory	TEA Transportation Reports
Audit	Federal Grant Compliance
Investments	Grant Reimbursements
Account Reconciliations	SHARS Reporting
District Surplus Auction	
Employee Certifications, Time & Effort Documentation	

Accountant

Reconcile All Bank Accounts	Journal Entries
Reconcile All Investment Accounts	Allocate RevTrak fees
Reconcile All Credit Accounts	Quarterly Investment Report
Post Cash Receipts	
Prepare Central Office Deposits	
Update Principal Activity Budgets	
Internal Review of Cash Receipt Procedures	
Monthly Sales Tax Reporting	
District Review of Booster Club & PSG Treasurer Binders	
Order & Charge Campuses for Bulk Paper	
Unclaimed Property Monitoring	

Purchasing Director

Review & Approve Purchase Orders	Inventory
Monitor Copier Lease	Process & Approve Amazon
Monitor Invoices for Contracted Services	Maintain Vendor Relations
Contractor Background Checks	Federal PreAquisition Forms
Maintain Vendor List	District Surplus Auction
Maintain Cooperative Contracts	Load Travel Cards
Assist Booking Travel for All Employees	Conflict of Interest Forms
Maintain Vehicle Registrations	
Prepare & Send Vendor 1099s	
RFPs, RFQs, Contract Extensions	
Assist Campuses & Departments with Quotes & Pricing	

Payroll Officer

Payroll

Annual W2/W4 Forms

Direct Deposits

TRS Reporting

Quarterly/Year end Payroll Reporting

Frontline/Absence Management

True Time/Time Sheets

Time Off

Notary

Yellow Folder

Accounts Payable

Match Invoices to Duplicate Copy of PO

Process Vendor Accounts Payable

Maintain Vendor Relations

Maintain Vendor Files

Business Office Secretary

Print & Distribute POs	RevTrak Liaison
Assist Entering & Editing POs	Load Travel Cards
Credit Card Log and Maintenance	Review all Utility Invoices
Online Credit Payments	
Assist with Vendor List Maintenance	
Post Cash Receipts	
Prepare Central Office Deposits	
Upload Funds to ArbiterPay for Officials	
Assist with Maintenance of Vehicle Registration	
Invoice Booster Clubs for Beverage Company Orders	
Employee Certifications, Time & Effort Documentation	