

**Assistant Superintendent of Finance and Operations**  
Christine Thomas-Hill

**Finance and Operations**

**Executive Assistant**  
 Julie Gorter

- Assistant Superintendent and Business Office Administrative Support
- Property/Casualty Insurance
- Student Optional and Athletic Insurance
- Safety and Security Support
- Board Finance and Operations Committee Recording Secretary

**BUSINESS AND FINANCE**

**Director of Finance**  
Sandy Low

- Accounting, Purchasing, Accounts Receivable
- Accounting for site and department budgets
- Provide MIS technical assistance and support for sites and departments
- Record and reconcile property tax payments
- Cash management
- Reconcile bank account and general ledger
- Complete annual financial expenditure and compliance reports

**Director of Business Services**  
Wes Souden

- Annual audit coordination
- Data analysis and management
- Business technology/software
- Financial reporting
- Budgeting and forecasting
- Capital project planning, budgeting, analysis, reporting
- Bond election data analysis and support
- Year-end close processing

**Purchasing Manager**  
Cindy Farah

- Accounts Payable
- District-wide Purchasing
- Bid solicitation/Eval
- Annual Inventory
- Fixed Asset Mgt
- Operational Agreements
- Purchasing Card Pgm
- Service Contracts
- Energy Programs

**Accounting Coordinator**  
Kyra Brazell

- Site and dept budgets
- Grant reporting and accounting
- Food Service acct, budgeting, reporting
- State aid reimbursement
- Bank deposits
- Internal invoicing
- Bank reconciliations
- NSF/Collections

**Accounts Payable**  
Dawn Smith

- Secretarial/Accounting
- Invoices, Purchase Orders
- Requests for Payment
- Vendor Statements
- Purchasing Card Reconciliation
- Internal Controls

**Payroll Manager**  
Beckie Cairns

- Payroll Processing
- Retirement system
- Attendance balances
- Deductions
- Account balancing and auditing
- Government reporting
- Employment tax remittance

**Compensation and Benefits Coordinator**  
Ashley Wills

- Maintain benefits data
- Admin open enrollment
- Oversee COBRA
- Assist employees with HIPAA & Medicare
- Facilitate Workers Comp Unemployment claims
- Assist with negotiations
- FLMA documentation