

**Accounting Services Assignments
As of May 9, 2007**

Pushpa	120, 350, 880, 930, 900, Payroll Reissues, Release A/P Batches
Fanny	970, 980, Mileage & Reimbursement, Visa Reconciliation
Roger	820, 950, 860
Dianne	140, 570, 670, 800, 990, Credentials, Phone Bills & Phone TF, Benefits Payments, Konica
Van	920, 940, 810, 850, 870, 890, Golden State, Federal Express
Ileana	Purchase Cards, A/R Cash Posting & Reconciliation
Jenina	A/P Batch Review: 880, 930
Mitzi	A/P Batch Review: 860
Kolvira	A/P Batch Review: 820, 950
Anita	A/P Batch Review: 870, 850, 970, 980, Review open P.O. reports every month
Padma (Paul)	Categorical Forms, Fixed Assets, Audit Report, Maintain a spreadsheet for Mandated Costs Reimbursements, Cash Balance Listing, P-Card Issues, Manual Checks
Emma & Jemil	Cash Reconciliation, A/P Audit, Cash Postings, District A/P, Warrant Cancellation, SAP Report, Update Payroll Screens, Review Positive Pay, Wire Transfer for Delta Dental & Medco
Yen (Viral)	A/P Batch Review: 920, 940, Reconcile A/P Accounts, Co-mingled Accounts, District 90 Cash Reconciliation, Reconcile A/R, Reconcile Benefits, Reconcile 99xx Accounts, Reconciliations are due to Rita NO LATER than third Wednesday of every month, Petty Cash Reconciliation due on 15th of every month
Goan	A/P Batch Review: 800, 810, 890, 120, 350, 570, 670, 900, 990, A/R, Golden State, P-Card, Print Shop Charges - JE's, Inter-District JE's, UI, Payroll Staledate Check, LEC, Election Cost, Charges for Envelopes, Update Schedule for CAFR's, Double-Check transferred A/P Batches, Post Indirects:350, 670, 990, 570, 810, 890, 900, Year End Entries: 350, 670, 990, 570, 810, 890, 900, Review open P.O. reports every month
Reports at the Front: 32-002766 & 32-000513 Reports to Jemil: 32-000539 & 32-000547	