

# Accounting

Reports to **Chief Financial Officer**

## Our demographics

**Supervisor:** Rachel Catoe, CPA

**Began position:** 2004 **In district:** 2000 **In education:** 2000

**Staff:** Payroll clerks – Teresa Broome, Lindsay Hunter and Merry Smyre

Accounts payable clerks – Jennifer Baker, Kay Faile and Kendra Watts

Payroll coordinator – Liz Robertson

**Location:** 300 South Catawba Street, Lancaster, SC

## Our focus

Our department works continuously to ensure all employees and vendors are paid timely and accurately, all financial deadlines and reporting requirements are met, school district assets are safeguarded and financial stability for schools is maintained. We strive to continuously evaluate work processes and products to make improvements to our efficiency in order to be more cost-effective and provide a better end-product.

## Our functions

- Prepare monthly and biweekly payrolls for approximately 1600 employees.
- Prepare all paperwork related to payroll tax reporting, retirement reporting and financial reporting.
- Process accounts payable.
- Help employees with any questions or concerns.
- Assist principals and bookkeepers with any problems or concerns.
- Maintain and monitor internal controls to safeguard district assets.
- Assure accounting policies and procedures are followed.

## Our department strengths

- **Knowledgeable Accounting Staff** – The accounting staff is very knowledgeable and has various work and education experiences that enhance job performance.
- **Dedicated Accounting Staff** – The accounting staff is dedicated to doing a good job and helping others do theirs.
- **Cooperative Accounting Staff** – The accounting staff works well together to ensure work is completed accurately and timely.

- **Capable Accounting Staff** – The accounting staff has ability and desire to educate and help other employees do their job.

## Our honors & awards

- Certificate of Excellence in governmental accounting reporting