

Accounting

Reports to **Chief Financial Officer**

Our demographics

Director: Mary Faile **Began position:** 2019 **In district:** 2019 **In education:** 2005

Staff: Payroll clerks – Teresa Broome and Merry Smyre

Accounts payable clerks – Amy Bailey, Cristy Courtney and Morgan McAteer

Payroll coordinator – Jennifer Baker

Accountant – Lori Kee

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 1800 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 questions 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. They have the ability and desire to educate school and departmental personnel in accounting matters.
- **Cooperative Accounting Staff** – The accounting staff works well together to ensure work is completed accurately and timely.