

Fiscal Services

Reports to **Chief Financial Officer**

Our demographics

Administrator: Bob Wasserman **Years in position:** 2004 **In district:** 1989 **In education:** 1989

Staff: Jodie Jenkins, Administrative Assistant
Dawn Robinson, CSI Coordinator

Location: 300 South Catawba Street, Lancaster, SC

Our focus

To help employees understand their financial strengths and obligations and empower them to be more focused on meeting the needs of our children.

Our functions

- Responsible for all grant reimbursement from all federal, state and local grants
- Contact between First Citizens Bank and checXchange (check recovery company)
- Responsible for the internal auditing of the student activity funds
- Responsible for the bank relationship on all student activity accounts
- Assist on monthly and yearly fiscal closing
- Provide financial information to our outside auditors
- Provide financial information to principals and bookkeepers on request
- Work on the compliance guide on TSA/403(b) programs
- Responsible for accountability of the pupil accounting
- Responsible for monthly recording of fixed assets depreciation
- Supervise two administrative assistants
- Responsible for the operation of the CSI financial system software
- Responsible for the monthly reconciliations of all imprest checking accounts
- Works with Magistrate's Office on non-sufficient fund check writers
- Assist in the preparation of federal, state and local claims reports
- Record activity on athletics accounts