

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 federal, state and local grant reimbursements
- 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 as required by external auditors
- Provide financial information to principals and bookkeepers as requested
- Responsible for accountability of pupil attendance
- Responsible for recording of fixed assets depreciation
- Supervise two administrative assistants
- Work with Magistrate's Office on collection of non-sufficient fund checks
- Prepare reports on student athletic account activity
- Review all special revenue funds and student activity funds monthly
- Responsible for the integrity of the student activity fund
- Fiscal Officer on Head Start/Early Head Start Programs