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## BUSINESS SERVICES DUTIES

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Charles	<i>Assistant Superintendent</i>
Kayla	Payroll Processing Human Resources Time Clock Administrator Worker's Compensation Human Resources Benefits Skyward Security (Finance & Student) SHARS / MAC Administrator District PEIMS Attendance Accounting
Sara	Purchasing & Requisitions New Vendors Credit Cards Deposits / Cash Receipts Accounts Payable Expense Reimbursement Activity Funds
JoAnna	General Ledger Bank Reconciliations Journal Entries & Budget Amendments Grant Accounting Internal Costing Skyward Security Back-Up SHARS / MAC Administrator Back-Up Activity Funds Website Maintenance
Shea	General Ledger FEMA
Cathy	<i>Food Service Supervisor</i> Concessions Catering
Brian	<i>Custodial, Maintenance, and Grounds Supervisor</i>
Kevin	<i>Transportation Supervisor</i>
Chris/Brandon	Technology
Doris	Records Retention
Kinna	Fixed Assets Positive Pay

# FINANCE / OPERATIONS ORGANIZATION CHART

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## West Independent School District

*"With children as its first priority..."*

Finance / Operations Organization Chart (revised January 16, 2019)

Charles Mikeska  
Assistant Superintendent  
254-760-0554

