



## **SCOTLAND COUNTY SCHOOLS**

### **Finance Department**

Phone: (910) 276-4459

Fax: (910) 277-4311

**11374**

**Wannaa Chavis**  
**Chief Finance Officer**

**6 FT Positions**

**11373**

**Mary Victoria Blue**

***Assistant Finance Officer***

- Monthly Reports
- Journal Entries
- Record All General Ledger Activity
- Labor Statistics Reports
- Payroll Direct Deposit
- Daily Positive Pay File Submission
- Draw Downs
- Quarterly Reports
- Deposits
- ESC Reports
- Trial Balance & Submit 941s & State Tax

**11376**

**Vicky Jones McNeill**

***Accounts Payable***

- Invoices
- Travel & Tuit. Reimb.
- 1099s
- Sales Tax Reports
- Telephone Issues
- Contracts
- Record Daily Deposit
- Fixed Assets
- Purchase Orders
- Wage Verifications
- Impact Aide

**11370**

**Chenita Clark**

***Benefit's Specialist***

- FMLA
- Retirement
- Customer Service
- New Hires
- Reconcile Monthly Bills
- Exit Employees
- Workers Comp
- Insurance
- Shared Leave
- ACA Reporting

**11371**

**Dawntashia Harris**

***Payroll***

- Laurel Hill
- South Johnson
- Child Nutrition
- SEARCH
- SLPS
- SLES
- Payroll Buds
- Employee Verifications
- Orbit
- Garnishments

**11370**

**Tennillia Oxendine**

***Payroll***

- Shaw Academy
- Carver
- Scotland High
- Maintenance/Trans
- Spring Hill Middle
- District Office
- Employee Verifications
- Licensure
- Shared Leave Report

**Feel free to contact staff at their extension, if you have questions relating to their area of expertise.**