NYE COUNTY SCHOOL DISTRICT
2015-2016
Business & Finance
Organizational Chart

Every Student a Success

RAYMOND RITCHIE
Chief Operating Officer

RACHEL OWENS
Executive Secretary
*Website Coordinator
*Teacherages
*Student Insurance
*Worker's Comp
*Property/Casualty Insurance
*Work Orders – Maint./Tech./AT&T

KRISTIN MARSHALL
Accountant
*Budget
*Requisition Approval
*iVisions Internal Control
*Bank Reconciliations
*Purchase Orders
*Quarterly Reports

CHARYL MADELINE
Payroll
*Admin. Leave Rqts.
*Annuities
*Cafeteria Plan
*Retirement
*Summer Savings Accounts
*Tax Shelters
*Teacherage Deposits/refunds

JENNIFER SCHUYLER
Grants - Accounts Payables - Payroll
*Airline Reservations
*Credit Cards
*Purchase Orders
*Requisition Approvals
*Title Programs
*Travel Claims

EMILY SMITH
Grants - Accounts Payables
*Airline Reservations
*Credit Cards
*Purchase Orders
*Requisition Approval
*Student Activity Accts.
*Title Programs
*Travel Claims
*Food Service

ANNIE PERCHETTI
Accounts Payable/Accts. Receivable
*Boardroom Scheduling
*Facility Use Forms
*Purchase Orders
*Requisition Approvals
*Summer Savings Accounts
*Travel Claims
*HSPE
*Deposits

DONNA MERLINO
Accounts Payable
*Field Trip Rqts/State Competitions
*Fuel Cards, commercial
*Purchase Orders
*Requisition Approval

VIKKI PURDEN
Payroll/Health Insurance
*Payroll
*Health Insurance

JO GUTHRIDGE
Accounts Payable/Fixed Assets
*Fixed Assets
*Purchase Orders
*Requisition Approval

8/18/2015ro