

Accounting Staff Directory

Management

<u>Name</u>	<u>Phone</u>	<u>Job Responsibility</u>
Janet Jamison	918-746-6167	Director of Accounting
Steve Mcquillen	918-746-6356	Manager, Fixed Assets
Alicia Srader	918-746-6542	Manager, General Accounting
Accounting FAX	918-746-6244	

Staff

<u>Name</u>	<u>Phone</u>	<u>Job Responsibility</u>
Brandenburgh, Chuck	746-6875	Set up new account codes, Specialized reporting & research, State financial reporting, IRS 1099 reporting, Encumber district contracts
Foster, Randi	746-6451	Travel – World Travel, Seminar registration, Hotel payment, Employee expense reports, Travel support (vendor follow-up, scan payment documentation), Authorization of purchasing invoices
Haney, Dale	746-6258	Physical inventory scans, Reconciliations, Surplus equipment, Odometer readings
Heirich, Fran	746-6268	Invoicing lead for Contracts, Inter-department Invoices, Portable electronic devices, Security guards; ProCard Administrator, Main contact for athletic payment status
Hilderbrandt, Curt	746-6587	Physical inventory scans, Reconciliations, Surplus equipment, Odometer readings
LaRue, Mike	746-6236	Physical inventory scans, Reconciliations, Surplus equipment, Odometer readings
Oliphant, Colleen	746-6116	ProCard vendor payments, One-time purchase cards, New vendor setup (employees & game officials)
Slocum, Michele	746-6887	Utility invoicing, Balance sheet reconciliations, Journal entries, Invoice account corrections, Encumber unit-price contracts, Encumber athletic event payments