



PRINCIPAL'S ONBOARD CHECKLIST FOR NEW BOOKKEEPERS

To ensure your new employee has a smooth transition into their new Bookkeeper position, please schedule time with them to complete the following checklist and contact the different groups noted below to schedule training. We look forward to working with you and your new employee!

✓	ITEM DESCRIPTION	CONTACT
	1. <u>Technology Form: Request for System Access</u> In addition to Microsoft, network access and voicemail setup, the following should also be requested: <ul style="list-style-type: none"> • Financial Portal (Purchase Orders & Receivers) • Cobb Check Scan/aXs Software • Blackboard Learn • Field Trip Manager System 	Customer Service Help Desk 770.426.3330 Fax to: 770.420.4910 Techhelp.support@cobbk12.org
	2. <u>Local School Accounting Training</u> <ul style="list-style-type: none"> • Office Management • Daily Priorities • EPES Software • Financial Procedures • Financial Services University 	Rhonda Walker - 770.590.4564 Rhonda.Walker@cobbk12.org
	3. <u>Budget</u> <ul style="list-style-type: none"> • County Codes • County Funds • Financial Portal 	Pamela Houston – Elementary Schools 770.426.3470 Pamela.Houston@cobbk12.org Gina Wheeler – Middle & High Schools 770.426.3312 Gina.Wheeler@cobbk12.org
	4. <u>Procurement</u> <ul style="list-style-type: none"> • Purchase Orders • Financial Portal • Bid Vendor List 	Dale Waldron - 770.426.3365 Dale.Waldron@cobbk12.org
	5. <u>Accounting Services</u> <ul style="list-style-type: none"> • P-Card Use • Posting • Monthly Invoice • Financial Portal 	Peggy McClure-Greenough - 770.426.3517 Peggy.McClureGreenough@cobbk12.org
	6. <u>Local School Accounting Representative</u> <ul style="list-style-type: none"> • Local School Funds • Banking • ASP 	Cathy Strudthoff-Brown - 770.426.3313 Catherine.Strudthoff@cobbk12.org
	7. <u>Title I</u> <ul style="list-style-type: none"> • Title I codes/procedure • Title I funds • Specialist 	Tammi Rome – 770.222.3700 Tammi.Rome@cobbk12.org
	8. <u>Performance Contracts</u> <ul style="list-style-type: none"> • Local Funds • County Funds 	LSA Financial Specialist – Local Funds Rhonda Harris – County Funds - 770.426.3318 Rhonda.Harris@cobbk12.org
	9. <u>Travel</u> <ul style="list-style-type: none"> • Local and Out-of-State Travel • Travel Regulations • Travel Forms 	Kimberly Coonfield - 770.420.4938 Kimberly.Coonfield@cobbk12.org Diana Condon - 770.426.3338 Diana.Condon@cobbk12.org
	10. <u>Financial Services University</u> All CCSD Financial Procedures are located on the District's Financial Services University website.	Go to the CCSD website www.cobbk12.org Employees > Financial Services University