

Business Function	Employee Responsibility - Primary	Employee Responsibility - Alternate #1	Employee Responsibility - Alternate #2
SPOTS Account Coordinator	TODD K	ANGIE	
SFMS/Treasury Reconciliations: 1249-1278-1279	CASSIE	TODD K	
BOND - Invoice Preparation	ANGIE	SUSIE	
MILCON	ANGIE	SUSIE	
Property Tag Issuance	ANGIE	SONJA	
Asset Inventory	ANGIE	DARRICK	
Capital Asset Reconciliation	ANGIE	DARRICK	
COP's / BOND- Bank Reconciliations	ANGIE	CASSIE	TODD K
Fixed Asset Accounting System (SAGE)	ANGIE	SONJA	
SFMS / OSPS Reconciliation (Annual with OEM Indirect Cost rate process)	DARRICK	UNASSIGNED	
Cash Receipting - OEM & OMD: Posting ACH / 270 Deposits to SFMA	DEBBIE A.	MARK	
WEX Bill Prep	TODD K	MARK	
Verizon - Sprint - Centrex Bill Prep	DEBBIE A.	TODD K	
General Vouchering and Interagency Transfers (VC / VP / BT)	DEBBIE A.	MARK	
DAS Motor Pool Bill Prep	TODD K	CASSIE	
Non-270 A/R Invoice Entry & Process (ARI, ARR etc.)	CASSIE	DEBBIE A.	
Bank Deposits	TODD K	CASSIE	DEBBIE A.
Outstanding Warrant Due Diligence	TODD K	MARK	
SF 270's - Numbering, Copying, Transmittal & A/R Setup	DEBBIE A.	MARK	
Workday PCA Corrections	DEBBIE S.	ANGIE	
CA-YCP	MARK	SUSIE	
SPOTS VISA Bill Audit	MARK	ANGIE	
CA-ESS	TODD K	SUSIE	MARK
CA-PHYSICAL SECURITY	TODD K	SUSIE	MARK
CA-ENV	MARK	SUSIE	ANGIE
US Bank - Airfare	MARK	SONJA	SUSIE
CA-RTLP & ITAM	MARK	TODD K	
State Active Duty Functions	CASSIE	ANGIE	DEBBIE S.
Contract Profile Entry - Form 104	MARK	CASSIE	SUSIE
A/R Collections	CASSIE	UNASSIGNED	
Travel Coordinator/Accountant	MARK	SONJA	SUSIE
Agency Payroll	MEL	TODD	
CA-PORTLAND AIRBASE	CASSIE	SUSIE	
CA-STARBASE	CASSIE	SUSIE	
DOJ Bill Prep	TODD K	CASSIE	ANGIE
SPOTS VISA Bill Prep	TODD K	ANGIE	
CA-ATPM	TODD K	SUSIE	ANGIE
CA-DISTANCE LNG	MARK	SUSIE	ANGIE
CA - EMPC	TODD K	SUSIE	
SFMS/Treasury Reconciliations: 0538 & 0656 & 1192	TODD K	SONJA	
1099 Reporting	SONJA	ANGIE	
OEM Statewide Balancing Issue Resolution	SONJA	ANGIE	
Cash Management	SONJA		
CA-KINGSLEY FIELD AIRBASE	SUSIE	ANGIE	
CA-RPOM	SUSIE	TBD	
Cash Receipting - OEM & OMD: Posting Armory & Other Revenues to SFMA	VARIOUS	VARIOUS	VARIOUS
Cash Receipting - OEM & OMD: Posting Rilea/Biak VISA Deposits to SFMA	VARIOUS	VARIOUS	VARIOUS
Budget Development	DEBBIE S./ DARRICK		
Indirect Cost Rate Development	DARRICK	NATALIE DAY	
Key Performance Metrics	DARRICK	SEAN	