



## Stephanie Hanna, Treasurer

### **Shannon Leimeister:**

(Ext. 1107)

[sleimeister@edisonchargers.org](mailto:sleimeister@edisonchargers.org)

#### **PAYROLL** (including deductions)

Handle federal, state, city and school district taxes  
Monitor various leaves  
Process W-2's  
Verify employee contracts  
Coordinate new hires and substitutes with Supt. Office  
Administer retirement programs (STRS/SERS)  
Coordinate all health and life insurance enrollments  
Deposits funds  
Handles outgoing mail

### **Amanda Davidson:**

(Ext. 1106)

[adavidson@edisonchargers.org](mailto:adavidson@edisonchargers.org)

#### **EMIS COORDINATOR**

Handles residency issues  
Tracks court-placed students  
Process all purchase orders  
School Finance Forms  
Review special education student counts  
Monitors weekly changes in enrollment  
Deposits funds  
Assists with accounts payable (invoice verification)  
Assists with Preschool  
Assists with office functions/duties

### **Kim Grady:**

(Ext. 1105)

[kgrady@edisonchargers.org](mailto:kgrady@edisonchargers.org)

#### **AP COORDINATOR**

Handles staff tuition reimbursement  
Maintains all equipment inventory  
Process Invoices  
Deposits funds  
Distribute accounts payable  
Verifies invoices and POs, issues checks  
Maintains account receivable (misc. billings)  
Processes tax exempt forms  
Maintains all W-9's/ 1099 records  
Assists with office functions/duties