

Accounting Technician

Areas of Responsibility as of January 29, 2018

Jenny Brower Accounting Tech III (Lead) (435) 896-1324 M-Th 7:00 am - 5:30 pm

Payroll & Same Day Travel

Area Supervisor's Stations: Ryan Orton, Brandon McKinlay & Keith Meinhardt;

Construction Crews: Lief Condie & Ray Bentley

Shops, Paint Crews & Seasonals

4468, 4469, 4470, 4471, 4472, 4473, 4475, 4476, 4477, 4478, 4479, 4480, 4481, 4482, 4483, 4484, 4485, 4486, 4487, 4488, 4490, 4764, 4765, 4766, 4790 8742, 8744 & 8746

Accounts Payable: H-R*

Damage Claims

Area Supervisor's Stations: Dan Allred & Pat McGann

4450, 4451, 4452, 4453, 4454, 4455, 4456, 4457, 4459, 4460, 4467

Travel Advances

Paul Lawrence Accounting Tech III (435) 896-1322 M-Th 7:00 am - 5:30 pm

Payroll & Same Day Travel

Region Admin & Construction Admin

4100, 4130, 4140, 4150, 4155, 4206, 4207, 4208, 4209, 4210, 4211, 4250, 4252, 4266, 4767, 4768, 8259

Damage Claims

Area Supervisor's Stations: Brandon McKinlay, Ryan Orton, Keith Meinhardt & Kelly Olson

4461, 4462, 4463, 4464, 4465, 4466, 4468, 4469, 4470, 4471, 4472, 4473, 4475, 4476, 4477, 4478, 4479, 4480, 4481, 4482, 4483 & 4484

Accounts Payable: S-Z*

Cellular Phone Services

Patty Larsen Accounting Tech III (435) 896-1323 M-Th 7:00 am - 5:30 pm

Payroll & Same Day Travel

Area Supervisor's Stations: Kelly Olson, Dan Allred & Pat McGann

Construction Crews: Brent Hadfield, Devin Monroe & Kris Blanchard

Maintenance Admin

4411, 4450, 4451, 4452, 4453, 4454, 4455, 4456, 4457, 4459, 4460, 4461, 4462, 4463, 4464, 4465, 4466, 4467, 4761, 4762 & 4763

Accounts Payable: A-G*

Writing Cash Receipts

Travel Advance Back Up

Mat Lab Billings

*Accounts Payable is determined by the first letter of the Vendor's name and ALL invoices should be sent to Accounting

*Personal Reimbursements such as Steel Toe Boots/CDL's are determined by the first letter of the Employee's name

Financial Analyst

Areas of Responsibility

Shana Young **Financial Analyst III (Lead)** **(435) 896-1327** **M-Th 7:00 am - 5:30 pm**

Inventory

Price Warehouse
East (Area Supervisor's- **Dan Allred & Pat McGann**)
FINET (GAX & PRC) Approvals
Journal Entries
Back Up for Overnight Travel Reimbursements
Equipment Billings
Travel 6048 Acct Reconciliation

Kassi Bybee **Financial Analyst II** **(435) 896-1326** **M-TH 7:00 am - 5:30 pm**

Inventory

Cedar City Warehouse
West (Area Supervisor's- **Brandon McKinlay & Keith Meinhardt**)
FINET (GAX & PRC) Approvals
Deposits & CR
Utility Payments
Travel Approvals

Debbie Hood **Financial Analyst II** **(435) 896-1325** **M-TH 6:00 am - 4:30 pm**

Inventory

Richfield Warehouse
Central (Area Supervisor's - **Kelly Olson & Ryan Orton**)
FINET (GAX & PRC) Approvals
Overnight Travel Reimbursements
P-Card Processing
Travel Account Reconciliation