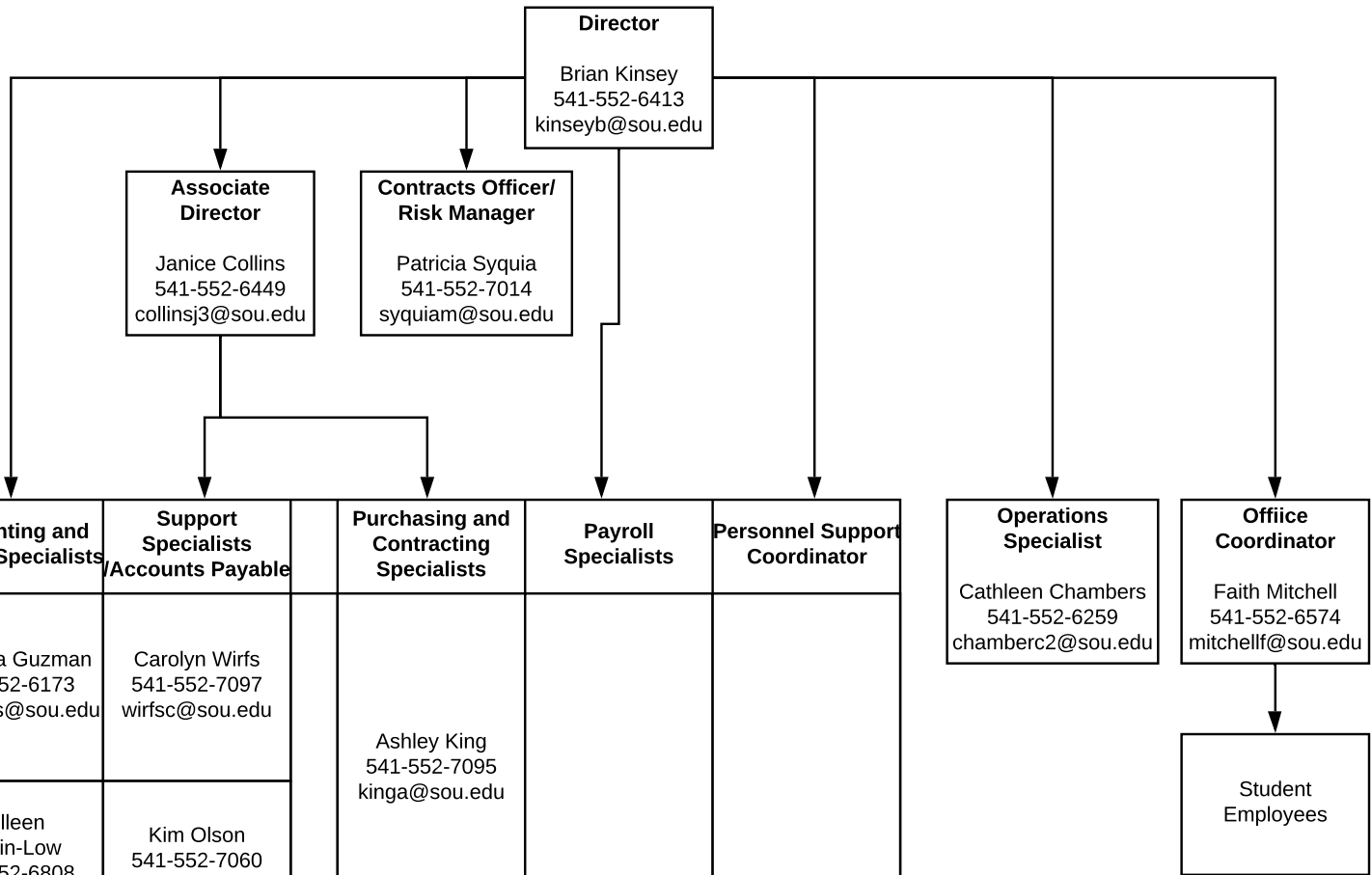




# Organization Chart and Quick Reference

April 4, 2019



	Accounting and Budget Specialists	Support Specialists Accounts Payable	All Clients	Purchasing and Contracting Specialists	Payroll Specialists	Personnel Support Coordinator	
Team 1	Sherritta Guzman 541-552-6173 guzmans@sou.edu	Carolyn Wirfs 541-552-7097 wirfsc@sou.edu		Ashley King 541-552-7095 kinga@sou.edu			
Team 2	Colleen Martin-Low 541-552-6808 low@sou.edu	Kim Olson 541-552-7060 kolson@sou.edu			Sophie Beck 541-552-6242 becks@sou.edu	Wendy Russell 541-552-7072 russellw1@sou.edu	
Team 3	Anne Wadley 541-552-6170 wadleya@sou.edu	Brigitte Moore 541-552-7096 mooreb3@sou.edu		Rachel Burnett 541-552-7046 burnettr1@sou.edu			
Team 4	Giovanna Fox 541-552-6997 foxg@sou.edu	Tonya Clark 541-552-6224 clarkt7@sou.edu					

### General Contact Information

Website: [inside.sou.edu/sc](http://inside.sou.edu/sc)  
 Main Phone: 541-552-6700  
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Accounting and Budget Group:  
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Personnel Support/Payroll Group:  
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Team 1 Group:  
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Team 3 Group:  
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Team 4 Group:  
[service-center-careteam4@sou.edu](mailto:service-center-careteam4@sou.edu)

Job Duties	Job Duties	Job Duties	Job Duties	Job Duties
<ul style="list-style-type: none"> <li>Reporting</li> <li>Analysis</li> <li>Accounting</li> <li>Budget transfers</li> <li>inter-departmental JVs</li> </ul>	<ul style="list-style-type: none"> <li>Invoice input</li> <li>P-Card processing</li> <li>Process correcting JVs</li> </ul>	<ul style="list-style-type: none"> <li>PSC processor</li> <li>RFP, ITB, RFQ support</li> <li>Contract Coordinator</li> <li>Retainer program</li> <li>Vendor contact</li> <li>Purchasing support</li> <li>Vendor website support</li> </ul>	<ul style="list-style-type: none"> <li>Student Employee Payroll processing</li> <li>Back-up Personnel Support Coordinator</li> <li>WTE support</li> </ul>	<ul style="list-style-type: none"> <li>New employee intake</li> <li>Welcome meeting organizer</li> <li>IEA processor</li> <li>Student employee coordinator</li> <li>Verification of Employment</li> <li>Background checks</li> <li>Data entry</li> </ul>