



USD 234 Business Department

620-223-0800 (phone)

620-223-2760 (fax)

- 🐾 Gina Shelton, CPA
 - Business Manager/Board Clerk
 - gina.shelton@usd234.org
 - Responsibilities:
 - Bids
 - Budget development
 - Budget oversight
 - Federal & Grant funds
 - Financial & State Audits
 - Insurance
 - Negotiations
 - Purchasing agent
 - Title I funds

- 🐾 Hannah Dunn
 - Accounts Payable Clerk
 - hannah.dunn@usd234.org
 - Responsibilities:
 - Cash Receipts
 - Purchasing
 - Reconciliation of accounts
 - Requisitions

- 🐾 Shawn O'Brien
 - Payroll Clerk
 - shawn.obrien@usd234.org
 - Responsibilities:
 - Employee Benefits
 - Human Resources
 - Payroll Processing
 - Retirement Assistance
 - Work Comp