



CLAYTON COUNTY FINANCE DEPARTMENT

112 SMITH STREET
JONESBORO, GEORGIA 30236
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Ramona Bivins, Chief Financial Officer

DATE: May 12, 2020

FROM: Ramona Bivins, Chief Financial Officer

SUBJECT: Office Visitors Limited to By Appointment Only Due to COVID-19

In light of public concerns regarding COVID-19 the Clayton County Finance Department has had to reevaluate the current working environment. In a preventative effort to protect the health of both you and our employees we will be limiting all interactions with visitors to by appointment only.

We ask that employees and the public utilize email, telephone and video conferencing before resorting to an in office appointment.

Please contact the following staff for your Finance needs:

Division	Contact	Phone	Email
Accounts Payable		(770) 477-3230	accountspayable@claytoncountyga.gov
Accounts Receivable	Kenya Jemison	(770) 477-5745	kenya.jemison@claytoncountyga.gov
Budget	Steffany Lewis	(770) 477-3423	steffany.lewis@claytoncountyga.gov
	Evette Lovelace	(770) 473-5949	evette.lovelace@claytoncountyga.gov
Financial Reporting	Shawanna Wilson	(678) 479-5389	shawanna.wilson@claytoncountyga.gov
Grants	Marcus Ingram	(770) 473-3874	marcus.ingram@claytoncountyga.gov
Mail Room	Robert Lindsey	(770) 477-3238	robert.lindsey@claytoncountyga.gov
Payroll		(770) 477-3228	payroll@claytoncountyga.gov
Pension	Kathy Stargell-Clark	(770) 473-5974	kathy.stargell-clark@claytoncountyga.gov
SPLOST	Sharon Stone	(770) 477-3223	sharon.stone@claytoncountyga.gov
Treasury	Laura Elkins	(770) 477-3237	laura.elkins@claytoncountyga.gov

For general concerns not included above please contact the following staff:

Name	Title	Phone	Email
Calvin Ross	Receptionist	(770) 477-3222	calvin.ross@claytoncountyga.gov
Vanessa Sarden	Administrative Assistant to the CFO	(770) 472-8041	vanessa.sarden@claytoncountyga.gov
Lucianna Farmer	Deputy CFO of Finance	(770) 477-3225	lucianna.farmer@claytoncountyga.gov
Dennis Johnson	Deputy CFO of Budget, Grants & SPLOST	(770) 477-3205	dennis.johnson@claytoncountyga.gov

In addition, checks for payroll and accounts payable will continue to be mailed out until further notice. If an employee would like to sign up for direct deposit they can do so on Employee Self Service (ESS) at <https://selfservice.claytoncountyga.gov>. If a vendor would like to sign up for EFT they may do so on Vendor Self Service (VSS) at <https://selfservice.claytoncountyga.gov>.

Thank you in advance for your assistance and cooperation with this matter.