

Business Services / Human Resources Staff

Michelle Bendickson

X6707

Accounts Payable Technician

- * Pays invoices: utilities, rent, contracts, all purchases
- * Processes/pays mileage & expense claims
- * Processes professional leave reimbursements/ maintains balances
- * Processes purchase orders
- * Prepares journal entries/account number corrections

Amy Cameron

X6708

Financial Accounting Assistant

- * Establishes project accounting and prepares grant & contract reports
- * Coordinates the fiscal year-end process & budget preparation
- * Supports credit card processing
- * Coordinates capital equipment inventory
- * Performs monthly bank reconciliations

Molli Cunningham

X6703

Administrative Specialist-Human Resources

- * Maintains HR information system
- * Prepares personnel reports, records & communications (Board action items, seniority reports, evaluation schedules, etc.)
- * Prepares employment contracts & wage notices
- * Monitors license renewals
- * Assists with orientation & mandated training of new staff
- * Schedules temporary employees from temp agencies

Barb Harms

X6704

Director of Business Services

- * Oversees business services operations
- * Manages accounting & finance procedures
- * Administers Agency budget
- * Analyzes & interprets financial statements
- * Prepares financial reports
- * Supports/supervises business services support staff

Helen Joens

X6763

MIIP Administrative Assistant

- * Performs support functions for Metro Inter-agency Insurance Program consortium
- * Processes bank deposits & invoice payments
- * Coordinates audit of MIIP records
- * Serves as secretary for the MIIP Board meetings

Cathy Kearns

X6706

Administrative Specialist-Payroll/Benefits

- * Administers insurance plans
- * Issues payroll checks
- * Maintains time card system
- * Processes TSA (403b) contributions
- * Prepares W-2 statements
- * Processes W-4 tax withholding forms/changes
- * Contact for work-related injury reporting

Kathy Resewehr

X6748

Human Resources Administrative Assistant

- * Prepares/updates job vacancy information
- * Updates Assignment/Job Line announcements
- * Processes job applications & schedules interviews
- * Maintains employee & job description files
- * Processes leave & maintains leave balance information
- * Processes salary lane changes

Jackie Schreder

X6731

Director of Human Resources

- * Oversees HR operations
- * Supports Agency & employees with HR procedures
- * Administers personnel compliance functions related to state/federal regulations and Agency policies
- * Administers collective bargaining agreements
- * Assists in the development & review of policy issues
- * Supports/supervises HR support staff

Mary Wise

X6705

Accounts Receivable Technician

- * Maintains internal office-supply store room & serves as contact for external vendor of supplies
- * Processes invoices to schools, businesses & individuals
- * Processes receipts & prepares bank deposits
- * Serves as contact for vending machine problems/refunds