

Business Services Staff

Barb Harms, Director of Business Services -- ext. 6704

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

Michelle Bendickson, Accounts Payable Technician -- ext. 6707

- * 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, Financial Accounting Assistant - ext. 6708

- * 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

Helen Joens, MIIP Administrative Assistant -- ext. 6763

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

Cathy Kearns, Administrative Specialist - Payroll & Benefits -- ext. 6706

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

Mary Wise, Accounts Receivable Technician -- ext. 6705

- * Maintains internal office supply storeroom & 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

Human Resources Staff

Jackie Schreder, Director of Human Resources -- ext. 6731

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

Molli Cunningham, Administrative Specialist - HR -- ext. 6703

- * 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 as needed

Kathy Resewehr, Human Resources Secretary -- ext. 6748

- * Prepares/updates job vacancy information
- * Updates staff assignment and job openings
- * Processes job applications & schedules interviews
- * Maintains employee & job description files
- * Processes leave & maintains leave balance information
- * Processes salary lane changes