

Business Services / Human Resources Staff

Barb Harms x6704 **Director of Business Services**

- ◆ Oversees business services operations
- ◆ Manages accounting & finance procedures
- ◆ Administers Agency budget
- ◆ Prepares financial reports
- ◆ Oversees the risk management program
- ◆ Serves on the Agency's negotiations team
- ◆ Supervises business services support staff

Amy Cameron x6708 **Senior Finance Specialist**

- ◆ Prepares grant & contract reports
- ◆ Supports the fiscal year-end process
- ◆ Monitors fee-for-service tracking & prepares quarterly reporting for districts
- ◆ Supports credit card processing
- ◆ Coordinates capital equipment inventory
- ◆ Performs monthly bank reconciliations
- ◆ Prepares journal entries & account corrections

Cathy Kearns x6706 **Administrative Specialist-Payroll/Benefits**

- ◆ Administers insurance plans
- ◆ Processes bi-weekly payrolls
- ◆ Maintains hourly timecard system
- ◆ Processes TSA (403b) contributions
- ◆ Prepares W-2 statements
- ◆ Processes W-4 tax withholding forms/changes
- ◆ Contact for work-related injury reporting

Beverly Farris x6707 **Accounts Payable Technician**

- ◆ Processes all invoices for payment
- ◆ Reviews/pays mileage & expense claims
- ◆ Processes professional leave reimbursements & maintains balances
- ◆ Processes purchase orders
- ◆ Maintains vendor file data
- ◆ Prepares 1099 forms & reports
- ◆ Supports Medicaid claiming process

Dana Wagner x6705 **Accounts Receivable Technician**

- ◆ Processes invoices to schools & others
- ◆ Processes receipts & prepares bank deposits
- ◆ Maintains online ordering system for office supplies
- ◆ Supports quarterly reporting to districts

Joe Prosek x6535 **Director of Human Resources**

- ◆ Oversees human resources 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
- ◆ Supervises human resources support staff

Francine Jackson x6701 **Human Resources Program Lead**

- ◆ 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 x6748 **Human Resources Administrative Assistant**

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

Helen Joens x6763 **MIIP Administrative Assistant**

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