

# Business Services Staff

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

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- \* 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**

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- \* 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**

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- \* 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**

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- \* 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**

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- \* 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**

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- \* 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**

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- \* 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**

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- \* 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**

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- \* 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