# 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

## Beverly Farris, 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

## Dana Wagner, 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

## Katie Manske, Director of Human Resources -- ext. 6535

* 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

## Francine Jackson, Human Resources Program Lead -- ext. 6701

* 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